TYLER JUNIOR COLLEGE

CHANGING LIVES

TYLER JUNIOR COLLEGE

CATALOG 2003-2004

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

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Where to Write or Call

For more information concerning specific aspects of the College, contact the admissions office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711–9020

Telephone: 903–510–2523
903–510–2398
1–800–687–5680
TTY 903–510–2394

Web: www.tjc.edu

Who Governs Us

Board of Trustees

Dr. Eugene M. Allen
Harold C. Beaird
David Couch
David Hudson
David G. Lunceford
Hollis F. Pinyan
Peggy Smith
Patrick R. Thomas, M.D.
Lonny R. Uzzell

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033–4097; telephone number 404–679–4501) to award the associate in arts degree and the associate in applied science degree.

How We Began

Established in 1926 as part of the Tyler Public School System, Tyler Junior College gave residents of the Tyler area access to higher education, offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled.

However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued $500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. Its growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

Tyler Junior College has continued to expand since its "rebirth" in the 1940's. The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD* and Winona ISD.

Today, after 77 years, Tyler Junior College offers more courses in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 9,000 students each regular semester. In addition, some 15,000 individuals take continuing education courses each year.

Portions are not in TJC District.

What We Are

Mission Statement

Statement of Purpose

Tyler Junior College is a comprehensive community college committed to meeting the needs of East Texas by providing excellence in an environment which broadens the mind, challenges the spirit, and maximizes human potential. The College provides open access and equal opportunity to all qualified individuals for pursuit of their aspirations and goals in areas of academic endeavor and workforce preparation. As an integral part of the community, the College is also committed to meeting the needs of business and industry in a changing global environment and to providing opportunities for lifelong learning.

The College will fulfill its mission and pursue its purpose within prevailing fiscal and legal constraints by:

maintaining a high standard of excellence in education through . . .

- providing transferable academic courses and programs, technical education, developmental education and continuing education.
- meeting the needs of students with different learning styles.
- promoting higher-order thinking skills.
- recognizing scholarship among students and faculty.
- facilitating faculty and staff professional development to enhance their academic, intellectual and societal effectiveness.
- freeing faculty from unnecessary internal and external restraints which may impede effective learning.
- encouraging innovations in teaching and learning.
- incorporating advanced technology.
- encouraging faculty and students to work together to forge a competitive, high quality learning outcome.

creating an environment in which development of human potential is the highest priority through . . .

- sustaining an atmosphere of cooperation, respect, dignity, and equality which transcends racial, ethnic, cultural and global boundaries.
- promoting sound, moral and ethical standards that permeate all aspects of College life.
- providing a nonrestrictive climate that facilitates intellectual and experiential growth and development of students.
- guiding students toward accepting responsibility for self-directed learning.
- providing programs for physical development and competitive sports.
- cultivating avenues for development of student leadership and citizenship.

offering open access and equal opportunity for all qualified students through . . .

- maintaining a tuition and fee structure and administering financial support programs which encourage broad participation in higher education.
- advising to enable academic success.
- providing counseling and support services for those with special needs and capabilities.
- providing a college preparatory education program to meet the needs of underprepared students with academic potential.
- providing distance learning and off-campus instructional programs.
- recruiting individuals who might not otherwise be aware of their own potential or of the educational opportunities which the College provides.

meeting the needs of business and industry for competency in a global marketplace through . . .

- offering college credit programs in technical areas.
- providing continuing education opportunities for entry-level competencies and for updating professional skills.
- tailoring training and retraining programs to prepare the work force for current and future technology.
- supporting local and regional economic development.

providing service to the community and opportunity for lifelong learning through . . .

- expanding awareness and appreciation of and increasing sensitivity to our multicultural society.
- offering College expertise and facilities for community members and their organizations.
- opening College activities to community participation.
- encouraging student and faculty involvement in community public service projects.
- fostering appreciation of the arts, humanities and sciences.
- cultivating an awareness of and participation in efforts toward preserving the environment.
- providing opportunities for social, spiritual and recreational development.
- nurturing development of intellectual and ethical standards.
- providing abundant opportunities for personal enrichment.

What We Look Like

Buildings and Facilities

Tyler Junior College now maintains two campuses to serve its students and community partners.

The Main Campus, facing East Fifth Street, stands on a 73-acre plot dotted with stately hardwood trees, and includes 30 buildings with eight residence halls.

The White Administrative Services Center houses offices of administration, admissions, registrar, business services, financial aid, human resources, alumni, marketing and public information and information resources.

The Rogers Student Center houses the College bookstore, student activities office, tutoring center, Scholars Academy, TRIO, support services, testing, recreational facilities, a multi-purpose meeting room, lounges, College dining services and health services.

Students with interests in mathematics and science will most likely make use of the **Aleck Genecov Science Building** which provides facilities for lab sciences and offices. Genecov is also where students will find the office of the dean of allied health and nursing. **Potter Hall** is used for classrooms and offices. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

Students with interests in the humanities and performing arts will most likely make use of three buildings. **H. E. Jenkins Hall** houses academic classes and offices, and includes an art facility designed for teaching several types of artistic expression as well as providing a showcase for exhibits. The office of the dean of university studies resides in Jenkins Hall. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a large theatre. **The Watson W. Wise and Emma Wise Cultural Arts Center** houses the music and dance and speech and theatre departments, in addition to offices, classrooms, practice rooms and performance facilities.

The George W. Pirtle Technology Center has five buildings which contain special classrooms and labs for technical courses. It is also home to the dean of applied studies. The **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** features a large, fully-equipped greenhouse conservatory with a reception area, classrooms and offices.

Established as a center for research and academic support, the **Vaughn Library and Learning Resources Center** houses a library of more than 85,000 volumes, a complete multimedia center with audio and video production facilities, personal computer laboratories and study carrels equipped with audio and/or video monitors to supply students with information in their courses. The facility also includes a faculty innovation center for faculty use in enhancing instruction.

Both **Wagstaff Gymnasium** and the **Joseph Z. and Louise H. Ornelas Health and Physical Education Center** provide recreational facilities. Wagstaff Gym provides modern facilities for programs in intercollegiate athletics, as well as general programs. **The OHPE Center** offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities.

The College's eight air-conditioned residence halls offer suites for four students sharing a bathroom and two bedrooms. All halls have full-time staff to provide student development activities and operational supervision. **Bateman Hall** houses 150 stu-

dents, making it the largest on campus. Both **Hudnall Hall** and **Claridge Hall** are home to approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students. **Lewis, Vaughn** and **West Hall** board about 50 students each. All residence halls are managed by Residential Operations located in the Purchasing building on campus.

Serving intercollegiate and intramural athletics are two on-campus playing fields. **Pat Hartley Field** includes two regulation-size soccer fields and is home to the men's soccer team. It also serves as a practice facility for football and as a resource for intramural and continuing education programs. Most intramural field activities take place on the **Practice Field**, located between the OHPE Center and Pirtle Technology.

Also located on the main campus, through a cooperative agreement with the College, is the **Tyler Museum of Art,** a privately-funded contemporary museum.

The West Campus

At TJC's West Campus, in the 1500 block of Tyler's South-Southwest Loop 323, lie the **Regional Training and Development Complex (RTDC)** and the **Skills Training Center.** The RTDC is home to continuing education, the Small Business Development Center, the Tyler Area Business Incubator, the ACT Center, TJC Corporate Services, and the Literacy Council of Tyler. The facility is an 84,000-square-foot building which provides quick start-up, fast turnaround, and low-cost training programs for business and industry, in addition to offering lifelong learning and professional enhancement programs for groups and individuals.

The **Skills Training Center** is an innovative, joint project with area public schools and financed with assistance from the Tyler Independent School District, the Tax Increment Finance Board and the Tyler Economic Development Council. The Skills Training Center is home to the Jake and Mary Roosth Automotive Technology Center and the College's automotive technology and welding technology departments. The center and its departments are utilized by area high school students taking part in concurrent enrollment programs, which offer the opportunity for college credit prior to high school graduation. Many of the students continue their studies after graduating, obtaining certification in technical fields to enter into the expanding job market.

Michael Moss of Hunter Engineering Company demonstrates the Hunter Engineering GSP 9712 Radial Force Variation Machine inside the Jake and Mary Roosth Automotive Technology Center.

How To Get Started

Admission

All materials required for admission to Tyler Junior College must be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration may only be allowed to enroll on conditional status, granted by the Dean of Admissions, until completion of the admission file.

Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills or the Texas Evaluation of Minimum Skills has been passed. No student will be permitted to re-enroll until admission requirements have been met. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status, disability, or veteran status.

1. High School Graduate

An official high school transcript showing date of graduation and passing of TEAMS or TAAS test for those subject to these tests is required.

Students whose transcripts do not show successful passing of the TEAMS or TAAS test and who score below college level on placement testing may be granted provisional admission. These students will be restricted in their enrollment of courses and course load, and must make a minimum grade of "C" in each course in order to be enrolled the following semester.

2. Admission by Examination (General Educational Development Test)

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. Applicants must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated. High school class graduation may be waived for special cases.

3. Admission of Transfer Students

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions. (See page 29 for more information.)

A student seeking to transfer to Tyler Junior College must:

a. Present a transcript from the last college or university attended. Students who wish to apply for a degree, financial aid, veteran benefits and/or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.

b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.

c. Students on academic suspension will not be considered for admission until their suspension term has been met. Residents of the Tyler Junior College District may apply to the Dean of Admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admissions

a. Students who did not graduate from high school, but whose high school class has graduated may be admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates the student would be competent to benefit from a program of the institution as demonstrated by the completion of a state-required or local assessment test. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

Students enrolling in the terminal curriculum including technical education courses, shall have the same entrance requirements. A student not meeting the requirements for admission to a standard academic or general curriculum may be admitted to a terminal program on individual approval if he/she is at least 18 years of age.

b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. Under special circumstances, high school students in their junior year who are TASP passed or TASP exempt, upon recommendation of their high school counselor or principal and with the permission of their parents, may also be accepted. Students who meet all criteria but who have not completed their junior year may request "special permission" to enroll from the chief academic officer. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.

c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available. (Admission to Tyler Junior College does not guarantee acceptance into an allied health program. Also see Selected Admissions.)

d. Concurrent Enrollment: High school students may, with permission of the appropriate high school officials, hold concurrent enrollment in high school and college courses. This will be available to high school students from area school districts which have agreements with the College that the students may take these college courses, to be used for both college and high school credit.

e. Independent Study (Home School): Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:

(1.) Present a notorized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion as follows:

Graduation Requirements

English[1]	4 units
Mathematics[2]	3 units
Science	3 units
United States History	1 unit
World History or World Geography	1 unit
Government	0.5 units
Economics	0.5 units
Physical Education[3]	1.5 units
Health	0.5 units
Fine Arts/Speech	1 unit
Computer Science/Mathematics[4]	1 unit
Electives	5 units
TOTAL	22 units

[1]English I, II, III, IV. The fourth unit may be satisfied by ENGL IV Academic or ENGL IV Academic Honors (Advanced Placement).
[2]Must be Algebra I, II, Geometry or above. If Algebra I is taken in eighth grade, three credits above Algebra I are required.
[3]See note 2 under regular program.
[4]Computer Mathematics I; Business Computer Applications I and Business Computer Programming I; Business Information Processing; and Computer Science I or II or AP.

(2.) Comply with institutional testing requirements; and
(3.) Agree to limitations or conditions of admission established by the institution.

5. International Students

The following requirements apply to international students:

Immigrant and refugee students—Students must submit verification of immigrant card or 1-94 Refugee Permit.

Non-immigrant alien students—The following requirements apply to all students holding visa category A–L issued by Immigration and Naturalization Service:

a. Application and all documents should be on file at least 60 days prior to registration.

b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.

c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.

d. Proof of English proficiency. Furnish one of the following:
(1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.
(2.) Completion of an English Language School or program of recognized standing with attained proficiency equivalent to above TOEFL score as approved by office of admissions.
(3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.

e. Immunization requirements for international students (immigrant refugee and non-immigrant alien)
(1.) Freedom from infectious tuberculosis should be ascertained by:
(a) Tuberculin test (5 TU. PPD, Mantoux technique) required within six months prior to admission.
(b) Posterior/anterior chest x-ray is required prior to admission if tuberculin test had a positive reaction.

(2.) Types of immunizations:
(a) Diphtheria (within 10 years)
(b) Tetanus (within 10 years)
(c) Poliomyelitis (Types I, II & III)
(d) Mumps
(e) Measles
(f) Rubella

f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students, nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form 1–134). Athletic scholarships ***may*** be awarded to international students.
g. Proof of hospital and accident policy to cover hospitalization is required.
h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

Admission Test Scores Requirement

All students are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT). Such scores are used for academic advising only.

Beginning students **may be** required to take placement tests in writing, mathematics and reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting Tyler Junior College admissions office.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College Testing Center, a high school counselor, the TJC website, college advisors, or from the admissions or registrar's office.

It is required that transfer students submit scores from either TASP, Compass or other alternative tests. Placement tests may be required. **Certain allied health and applied studies certificate programs which are TASP-waived may require additional testing.**

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever, in its judgment, facilities are not available for additional students.

See TASP requirement in this *Catalog (page 21)*.

Admission Appeals

Any student denied admission to Tyler Junior College may appeal this decision by writing to the Admissions Appeals Committee, c/o Dean of Admissions, Tyler Junior College, P. O. Box 9020, Tyler, TX 75711–9020.

Immunization

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All allied health students who have any direct patient contact will be required to have proof of adequate immunization for these diseases:

Tetanus/Diphtheria	Mumps	Hepatitis B (Recommended)
Measles	Rubella	

Residency Classification

It is the student's responsibility to have residency information correct prior to payment of tuition and fees.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." **Twelve months after giving up previous domicile is the minimum length of time required to establish residency.**

"Resident" means "domicile." "Resided in" means "domiciled in."

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

"Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers.

In-District student: A Texas resident (or dependent) who physically resides (permanent residence) on property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

HB 1403 (Noriega/Van de Putte)

Beginning the fall of 2001, undocumented students may be classified as Texas residents if they meet the following conditions:

- resided in Texas for at least three years with parents,
- graduated from a Texas public/private high school or received a GED, and
- provides the institution an affidavit stating intent to apply for permanent residency.

An alien who has applied to or has a petition pending with INS for permanent residency qualifies for resident tuition.

Reclassification

Application for reclassification. Students classified as non-resident students shall be considered to retain that status until they make written application to the institution and are officially reclassified in writing as residents of Texas by the proper administrative officers of the institution.

Reclassification as a non-resident. Persons who have been classified as residents of Texas shall be reclassified as non-resident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as non-residents and shall be required to pay the difference between the resident and non-resident tuition for those semesters in which they were so erroneously classified.

Reclassification as a resident. If students have been erroneously classified as non-resident students and subsequently prove to the satisfaction of the appropriate officials of an institution of higher education that they should have been classified as a resident student, they shall be reclassified as residents of Texas and may be refunded the difference between the resident and non-resident fees for that semester. Refunds must be requested and substantiated during the current term.

Students must complete any reclassification of residency prior to payment of tuition and fees in order to be effective for that semester.

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. All tuition and fees must be paid on day of registration to reserve schedule. See current Class Schedule for Online and Automated Telephone Registration required payment dates. Any other plan must be an approved aid program with the financial aid office. All tuition and fee payments made by an outside company or agency must be presented prior to or during registration.

Registration Fee

A registration fee of $10 will be charged to all students. An additional fee of $30 is charged for late registration (enrollment after the regularly scheduled registration days). A fee of $15 will be charged for all insufficient funds checks. If the check was presented in payment of tuition and fees, the return will also result in an additional $10 fee for late registration. Insufficient funds checks result in unpaid student accounts. Unpaid student accounts will be turned over to a collection agency.

Tuition, Fees, Surcharges

Residents of the TJC District

Tuition: $15 per semester hour with a minimum total tuition charge of $25.

General education fee: $26 per semester hour.

Texas Residents from outside the TJC District

Tuition: $15 per semester hour with a minimum total tuition charge of $25.

Out-of-district surcharge: $26 additional per semester hour.

General education fee: $26 per semester hour.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-resident students according to the definition provided by the statutes of the state of Texas are charged a special non-resident tuition rate:

Tuition: $25 per semester hour with a minimum total tuition charge of $200.

Out-of-state surcharge: $26 additional per semester hour.

General education fee: $26 per semester hour.

Special Fees

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the HPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Parking Fees

All full- and part-time students who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the Campus Safety Office and to pay parking fees. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an academic year (September 1 through August 31) or for the balance of the year registered, whichever is applicable. Student permits, however, are authorized on a semester-basis. Permits are provided to students who show a college receipt reflecting payment of current parking fees due. Operation of a vehicle on property owned or controlled by the College for which current-semester parking fees have not been paid may result in a parking ticket from Campus Safety.

In order to register a vehicle, a driver's license, student identification card and motor vehicle license number must be presented at the Campus Safety Office, along with a College receipt showing payment of current parking fees.

Fall Semester	$20	Summer I	$10
Spring Semester	$20	Summer II	$10

Special Music Fees

Music fees per semester, for individual lessons in the music disciplines listed below:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Organ, Piano, Voice, Violin, Violoncello, Guitar, Woodwind Instrument, Brass Instrument, Percussion	$75	$100

Other Special Fees

1. Health Services Fee: $30 (per regular semester); $15 (per summer term)
2. College Preparatory Fee: $20 (per course, specified courses only)
3. Laboratory Fee: $25 (per course, specified laboratory courses only, in accordance with the requirements of the statutes of the State of Texas)
4. Out-of-State Distance Education Surcharge: $65 per semester hour.
5. Medical Supply Fee: $55 (one-time nursing program fee)
6. Posting Fee: $25 is paid by students for posting credit to permanent records in the following situations:
   a. Credit by examination
   b. Credit for life experience
   c. Credit by articulation agreement

Tyler Junior College Refund Policy*

Refund payments will be **mailed to the student's permanent address 4–6 weeks after the 12th class day**. Refunds are mailed on a weekly basis, alphabetically.

Refund of Mandatory Tuition and Fees

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by **completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following schedule:**

Prior to the first official class day	100%
During the first fifteen class days	70%
During the sixteenth through twentieth class day	25%
After the twentieth class day	0%

Registration, late registration, insurance, math fees and medical supply fees are non-refundable.

Students who "swap" credit hours (exchange one three hour course for another three hour course) may do so without a monetary drop penalty. The even exchange applies

**Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.*

only if the course add and drop are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.

Students who completely withdraw on or before the 60% point in time of the enrollment period will have a federally-required return of Title IV calculation done to determine the amount of money the student will owe to the federal government.

Weekend College

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Office of Admissions and Registrar when the drop slip is received and processed by them. **Refunds will be applied to outstanding debts owed to Tyler Junior College. Unpaid student accounts will be turned over to a collection agency.**

Additional fees must be paid in the cashier's office the same day as adding and changing courses to reserve your schedule. All courses in which a student is enrolled will be dropped for non-payment if 100% of tuition and fee charges are not paid.

The refund policy is subject to change by the vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

Financial Aid Funds

Financial Aid and Scholarship monies must be accepted and awards made prior to registration in order to pay your account. College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, loans or scholarships by appropriate due dates.

Installment Plan

Terms: One half of the tuition and fees plus $15 loan processing fee due in advance of the semester (on day of registration) and two(2) one-fourth payments due prior to the 6th and 11th class weeks. NOTE: This must be a signed agreement with the Business Services/Accounts Receivable office. First half payment must be collected at time of completing registration and signing the agreement. You must be eighteen (18) years of age or parent or guardian's signature is required. NOTE: Special Terms, Summer I and Summer II are NOT eligible for installment plan. Failure to pay on or before the due date will result in your schedule being dropped for non-payment. Additional fees, including cost of collection, will be charged to the student.

Emergency Tuition Loans/Promissory Notes

Students with tuition loans/promissory notes are responsible for payment of the loan by due date **unless a complete withdrawal form is completed with your advisor and processed by the Registrar's office prior to the first official day of class.** Failure to pay on or before the due date will result in your schedule being dropped for non-payment. Additional fees, including cost of collection, will be charged to the student.

Payment by an Outside Company

Students whose tuition and fees are being paid by an outside company or business, must supply information regarding the agreement to the Business Services office prior to registration. Advance approval from Business Services is required.

Excess Hours Tuition Notice

Once a student has attempted in excess of 27 hours of developmental courses the College no longer receives state funding; therefore, the College may assess a higher tuition for these classes.

Students who attempt excess hours (70 for associate in arts degree or 170 for bachelor's degree) in a state-supported college or university before receiving a bachelor's degree may be charged additional tuition for the excess hours. Courses attempted which are (1) WECM, vocational/technical, and/or developmental; (2) credit by examination, or (3) hours attempted while paying out-of-state tuition are exempt from these total hours.

Refund of Mandatory Tuition and Fees—Mini-Mester/Special Terms

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following:

Prior to the first official class day 100%
After classes begin ..... (see table below)

Drops and Withdrawals

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Example: Three Week Course

Prior to the first official day of class 100%
During the first through third class days 70%
During the fourth class day 25%
After the fourth class day 0%

Registration, late registration, insurance, math fees and medical supply fees are non-refundable.

Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the registrar's office when the drop slip is processed.

Refund Processing

Refunds will be mailed to the student's permanent address 4–6 weeks after the certified drop day (12th day).

Refunds will be applied to outstanding debts owed to Tyler Junior College.

Academic Advising and Testing

All students new to Tyler Junior College are required to participate in a testing and advisement process after satisfying admissions requirements.

College policy requires academic advisement, such as course selection, interpretation of test scores, selection of a major field of study and interpretation of TJC course transferability, by an **academic advisor** assigned to the School of Allied Health and Nursing, the School of Applied Studies, or the School of University Studies, for each student.

Students are encouraged to identify a major interest area and consult the academic advisor assigned to the School which most closely represents that interest. Students whose major field of study has not been determined may consult with any academic advisor for initial advisement. All students are encouraged to contact the appropriate advisor's office by telephone to arrange a meeting with an advisor immediately upon the availability of test scores. (Allied Health and Nursing, 903–510–2662; Applied Studies, 903–510–2347; University Studies, 903–510–2425)

Returning students with a selected major are advised by advisors within their major. These students should consult with their academic advisor well in advance of registration to avoid possible advisement delays.

Summer Apache Orientation

Summer orientation sessions are available to students who wish to complete the orientation requirement and register early for the fall semester. Students who choose not to attend summer orientation must enroll in a one-semester hour class during their first semester. Students who participate in one of the summer orientation sessions learn about the college courses available, discuss college and career plans with academic advisors, faculty and peer advisors and other professionals and then complete registration procedures for the fall semester. The State Mandated Texas Assessment Skills Placement (TASP) test or the Tyler Junior College official alternative test to TASP (Compass) must be taken and scores on file before attending a summer orientation session. The TASP or official alternative test will be used to assure that students are enrolled in classes compatible with their educational backgrounds and abilities. Students also have the opportunity to spend the night in a residence hall to see firsthand what college life is like, to meet some classmates for the coming semester and to become familiar with the campus before classes begin.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP) *(Subject to change by state or college)*

The Texas State Education Code requires that all students "... who enter Texas public institutions of higher education in the fall of 1998 must have taken the State Mandated TASP or an approved alternative test prior to enrolling." This includes all "... full-time and part-time freshmen enrolled in a certificate or degree program." Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by the student.

All freshman and transfer students who plan to attend Tyler Junior College should contact the registrar's office to obtain their official TASP status, as TASP is required to place students into appropriate courses.

Continued enrollment may be contingent on maintaining at least a 2.0 semester grade point average in each college preparatory (developmental) course assigned. Call the TJC Testing Center, 903–510–2617, for more information.

TASP Exemptions and Waivers

1. Students are **exempt** from the TASP test if any one of the following is met:
   a. A student has earned three (3) or more hours of college-level credit prior to the fall semester of 1989. Only coursework completed through a regionally accredited college or university can generally qualify; students who completed coursework through a recognized international institution should contact the Office of Admissions. Students who already possess baccalaureate or higher degrees from accredited institutions are TASP exempt.
   b. ACT—Composite score of 23 with a 19 minimum on the mathematics and English tests each. Scores can be no more than five (5) years old.
   c. SAT—**April, 1995 and thereafter:** Combined verbal and math score of 1070 or higher with verbal and math scores of no less than 500 each. Scores can be no more than five (5) years old.
   d. TAAS—**As of May, 1995**: Scale scores of 1770 or higher on the writing test and a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test. Test scores can be no more than three (3) years old.
   e. **3.5 High School Exemption:**
   Must have a minimum 3.5 GPA on a 4.0 system and completed the recommended or advanced high school curriculum. (No more than two years after graduation)

Scale	GPA Required for exemption
100	87.5%
4.0	3.50
5.0	4.375
6.0	5.25

2. A student who qualifies for a TASP **Waiver** according to a circumstance detailed below, should contact the Registrar for more information.
   a. **Certificate Waiver:** A student going into a certificate program with less than 43 semester hours of general education requirements may qualify for a delay of TASP-required testing and developmental studies. A Certificate Waiver form, completed by an academic advisor or program coordinator, must be submitted to the campus Registrar's Office. Certificate Waivers must be renewed each semester. Only coursework completed through a regionally accredited college or university can generally qualify; students who completed coursework through a recognized international institution should contact the Office of Admissions. Students who already possess baccalaureate or higher degrees from accredited institutions are TASP exempt.
   b. **Temporary Student Waiver:** Students regularly enrolled at a private or out-of-state college or university who are not seeking a degree or certificate may qualify for a special waiver.
   c. **Casual Student Waiver:** Students who are not seeking a degree or certificate from a Texas public institution of higher education may qualify for a Casual Student Waiver. TASP or alternative test scores must be on file. Course enrollment may be restricted based on TASP scores. A student with a Casual Student Waiver is not eligible for federal or state financial aid and may lose eligibility for other types of financial assistance. Casual Student Waivers must be renewed each semester.
   d. **Senior Citizen Waiver:** Students who will be 55 years or older on or before the first day of class of the term or semester and who are not seeking a degree or certificate may qualify for a special waiver.
   e. **Non-Citizen Waiver:** Non-U.S. citizens who are not pursuing a degree or certificate may qualify for a special waiver.
   f. **Disabled Student Waiver:** Students with certain disabilities may qualify for special exemptions or waivers.

g. **Active Military Waiver:** Students who are on active duty in the military may qualify for a TASP waiver. The wavier must be renewed each semester.

h. **B-or-Better Completion of Courses in Lieu of TASP:** Some students may be able to complete one or more of the TASP-restricted courses with a grade of B or better to satisfy their TASP obligation. In most instances test scores must be on file.

TASP Course Restrictions

Students whose TASP, Compass, or other alternative test scores fall below specified levels are restricted from certain courses (listed below). The restriction is in effect until the TASP test is retaken and the required score is presented. Students with score deficiencies may, under certain circumstances, qualify to challenge a restricted course under the B-Rule Provision. Students should contact their advisor or registrar for additional information.

Courses restricted by reading scores are:
ENGL 2322, 2323, 2327, 2328, 2332, 2333; GOVT 2305, 2306; HIST 1301, 1302; and PSYC 2301.

Courses restricted by math scores are:
MATH 1314, 1316, 1332, 1333 and 1342.

Courses restricted by writing scores are:
ENGL 1301 and 1302.

Required Remediation

A student who fails one or more sections of the TASP Test or alternative test, or who scores below the state's minimum standard on a placement test, **must "continuously participate" in developmental activity in the College Preparatory Studies program. Developmental education is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed or until satisfactorily completing all remaining courses in the areas failed.** A student who has more than one developmental class through College Preparatory Studies must enroll in all developmental classes required and may not withdraw from these classes. They must continue in these classes until the courses are completed or the student passes TASP. If a student is dropped from one required college preparatory class due to excessive absences, they will be dropped from all other classes and withdrawn from TJC. A student who fails the writing portion of TASP will not be allowed to enroll in ENGL 1301 or 1302 until the writing component of TASP is completed.

Special Accommodations

Students with disabilities who seek special testing accommodations for TASP should consult the TASP testing/registration booklet from the TASP coordinator at TJC (contact the Dean of Admissions at 903–510–2398; or if calling long distance, 1–800–687–5680) or the Texas Higher Education Coordinating Board, Austin, Texas. Requests for special testing accommodations are submitted to and approved by TASP headquarters in Austin.

There are current disability-related exemptions for students who are legally deaf or legally blind. Special provisions for students with dyslexia, learning disabilities in math, etc. are also provided.

Placement Tests

Beginning students who are TASP waived may be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College testing services or academic advisors.

Placement Test (PTT) Retesting guidelines:

1. Retest on placement tests is allowed only when approved by the Director of Testing or his designee.
2. A written request detailing circumstances accompanied by the Tyler Junior College retest form must be submitted by the applicant to the Director of Testing.
3. Examinees whose placement test scores fall within the range for developmental studies are required to follow Tyler Junior College policy concerning developmental course work.
4. Students who present evidence of successful completion of developmental curriculum are allowed to retest on the PTT. Once a retest has occurred, additional testing will need to be accomplished on the TASP.
5. PTT test results are valid for a two-year period.
6. Because of the aforementioned there is no need for a "waiting period" prior to retest.
7. Students needing testing accommodations, due to a physical, psychiatric or learning disability must contact the ADA Student Coordinator in the support services office. For more detailed information, see page 22 or 49 or call support services at 903–510–2878 or 903–510–2391.

Credit by Examination

College Level Credit by Examination (CLCBE)

Tyler Junior College does not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit coursework is equivalent to a designated credit experience. However, Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

CLCBE credit does not fulfill the full-time student requirement for the College and may not be used to complete semester hour requirements for scholarships at Tyler Junior College.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP–subject exams only), and certain specific departmental institutional tests. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures provided they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. **There is a $15 pre-administration fee in addition to the cost of the tests. There is also a $25 fee for posting credit by examination to college records.**

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College testing center.

Credit by Articulation Agreement

Certain high school courses have been approved for college credit through articulation agreement between the faculty of both schools.

Please contact the admissions office for information regarding agreements with your school. Posting fee required.

Career Services Information

Career information available for students includes exploration of career options, computer-based interest and personality assessments, occupational information, senior colleges and transfer information. Other services available include job search information, referrals for part-time and full-time employment, employee information through specific department chair liaisons and résumé help. Seminars are conducted on résumé writing, job search strategies and interview techniques throughout the year. A class, Career Development, is also offered each semester (HDEV 1370).

For more information, contact the Tyler Junior College Career Services office 903–510–2334 or visit us at www.tjc.edu/CPPS.

Selected Admissions—

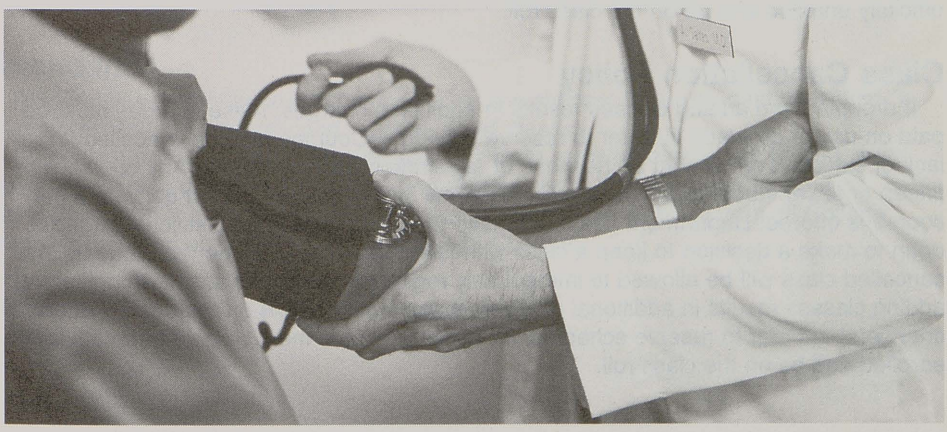
Allied Health and Nursing

Admission to Tyler Junior College does not guarantee selective admission to a specific allied health and nursing program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are selected on the basis of admission to the College, reading level, math ability, prior educational achievements and criminal background. For specific application information and deadlines, contact the appropriate department chair or an academic advisor in the School of Allied Health and Nursing. (Also see Special Admissions.)

Programs which require separate application:

- associate degree nursing
- dental hygiene
- diagnostic medical sonography
- emergency medical service professions
- health information technology
- medical laboratory technology
- medical transcription certificate
- radiologic technology
- respiratory care
- surgical technology
- vision care technology
- vocational nurse education

Drug screening and criminal background check required on all successful applicants.



What We Expect

College Regulations

Responsibility for Admission Requirements

Psychology 1100, Orientation, is required of all full-time beginning students. Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a non-refundable fee of $30 will be charged.

Adding and Changing Courses

After fees have been paid, adding or changing courses will be approved only for the most pressing of reasons. The student must consult their academic advisor to add or change a course. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final date for changing courses can be found in the College calendar (in the back of this *Catalog*). If dropping and adding classes results in additional charges, these must be paid on the day of schedule change(s) in order to reserve schedule. Tuition and fees must be paid in full to be officially enrolled and be on the class roll.

Class Cancellation Policy

If dropping and adding classes results in additional charges, these charges must be paid on day of drop/add in order to reserve schedule. Courses may be cancelled for lack of sufficient enrollment at the close of registration each semester. Any course with fifteen or fewer students will be subject to review by the dean of the school where the course is offered. Department chairs will have to provide adequate justification for the dean to make a decision to keep a class with fewer than fifteen students. Students in a cancelled class will be allowed to immediately register in another class. If dropping and adding classes results in additional charges, these must be paid on the day of schedule change(s) in order to reserve schedule. All tuition and fees must be paid to be officially enrolled and be on the class roll.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. **Registration of such students will occur on the last day of late registration or on the date specified in the College calendar.** A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled). A student is classified as follows:

Freshman	Student who has 0–29 semester credit hours
Sophomore	Student who has 30–60 semester credit hours
Unclassified	Student who has 60 or more semester credit hours
Part-time	Student enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term
Full-time	Student who is enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours is a summer term

Withdrawal

Students desiring to withdraw from school must meet with their academic advisor in order to submit a withdrawal petition to be processed by the registrar's office and is subject to the College's administrative and refund policies.*

Reinstatements

A student who has been withdrawn from a course may be reinstated with the recommendation of the instructor and approval of the appropriate department chair. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes.*

Students enrolled in any college preparatory class must be careful not to miss more than six unexcused hours of a college preparatory class. The instructor has the authority to drop the student which then causes them to be dropped from all College credit classes and withdrawn from Tyler Junior College.

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* For additional information, see *Student Handbook.*

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed and/or accepted in transfer at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D" or "F".

A student who fails to achieve a "C" average after accumulating 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after completion of each additional 12 semester hours. It is recommended that students on probation see an academic advisor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive evaluation (12 additional semester hours credit), the student will receive notification that he/she must report for academic advising before being allowed to register and continue on probation.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive evaluation (12 additional semester hours credit), he/she will be placed on academic suspension. Students on probation who achieve a "C" average for any given term will be allowed to continue on probation for the next term, **although the cumulative average is below 2.0**. Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college who are allowed to register at Tyler Junior College must make a "C" average in all courses attempted that semester or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College, as well as the regulations dealing with scholastic probation and enforced withdrawal.

NOTE: *Some programs require a "C" or better as a passing grade.*

**For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be equivalent to one long semester.*

Grades and Reports

The standing of the student in each course is determined by class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Grades are mailed to students at the end of the semester at the students' permanent addresses.

Challenge of a final course grade must be initiated no later than the first ten days of the long semester following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the *Student Handbook.*

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the admissions office.

When students apply for "Academic Fresh Start" all credit 10 or more years old will not be used for admission.

Grading System

A— 4 grade points per semester hour, an EXCELLENT performance

B— 3 grade points per semester hour, a GOOD performance

C— 2 grade points per semester hour, a FAIR performance

D— 1 grade point per semester hour, a POOR performance, but a passing grade

F— 0 grade points per semester hour, a FAILING grade

I— 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be F

IP— 0 grade points, IN PROGRESS (neither passing nor failing), student must register and pay for course again the next semester. Grade used for developmental courses only

W— 0 grade points, WITHDRAWN from course without failing, prior to the 15th week of semester, or 4th week of a summer term

CR— Credit by Examination or Advanced Placement; Credit by Articulation Agreement

President's List

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must have a 4.0 grade point average (all "A's"), with a minimum of 12 hours of college level courses (1000 or above) with a 4.0. Students must have no "D's", "F's", "I's" or "IP's" in college level or developmental courses.

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must have a 3.3 grade point average with a minimum of 12 hours of college level courses (1000 or above) with a 3.3. Students must have no "D's", "F's", "I's" or "IP's" in college level or developmental courses.

Graduating with Honors

To graduate with honors, a student must complete all required courses of his/her appropriate degree. Grade point average is based on **all accumulated course work** of college level courses (1000 or above) attempted.

Summa Cum Laude (Highest Honors)—4.0 grade point average.

Magna Cum Laude (High Honors)—3.6 grade point average.

Cum Laude (Honors)—3.3 grade point average.

Semester Grade Point Average (SGPA):

Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

Cumulative Grade Point Average (CGPA):

Average will consist of the total of all college level work completed and/or accepted in transfer to Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

Degree Grade Point Average (DGPA):

Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses used to meet graduation requirements. Only hours and grade points earned in the last passing grade will be used to calculate degree grade point average. This grade point average will be used on the **degree plan only to determine eligibility for graduation.**

Total Grade Point Average (TGPA):

Average will consist of the total of all coursework including developmental and college level courses. Total grade points earned in these courses will be divided by the number of semester hours for these courses.

Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have four-digit numbers, the first number is a "0".

Tyler Junior College has joined the **Texas Common Course Numbering System Consortium** approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix will be used to identify subject areas.

The four-digit numbers will be used as follows:

First digit—to identify level (0—developmental, 1—freshman, 2—sophomore)

Second digit—to identify credit hour value

Third and Fourth digits—to establish course sequence.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Transfer Credit

All credits taken at a college or university accredited through one of the regional associations listed below will be evaluated toward a degree at Tyler Junior College:

Middle States Association of Colleges and Schools/Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools

Southern Association of Colleges and Schools

Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult an academic advisor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admissions office staff as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Students planning to transfer Tyler Junior College course work to another college or university are advised to contact the transfer institution to determine its transfer policy. Tyler Junior College has established transfer agreements with all area colleges and universities. Course transfer information is available from faculty advisors, instructional deans, department chairs, program directors, academic advisors, or college counselors at the institution to which the student intends to transfer. The decision to accept Tyler Junior College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog and proper officials of that institution. Credit transfer decisions will be based upon the following criteria:

1. the educational quality of the institution from which the student transfers;
2. the comparability of the nature, content, or level of credit earned to that offered by the receiving institution; and
3. the appropriateness and applicability of credit earned to the programs offered by the receiving institution.

Articulation Agreements: Tyler Junior College currently has transfer articulation agreements with numerous colleges/universities including Austin College, Baylor University, Midwestern State University, Texas A&M/School of Engineering, The University of Texas Southwestern Medical Center at Dallas, and Texas A&M University at Commerce. Also, Tyler Junior College participates in the Texas Common Course Numbering System which freely allows all of our required core curriculum courses to be transferable.

Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
   1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
   2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
   3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.

d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.

e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload. The combined summer and MayMester load may not exceed 15 semester hours. Sophomore status is attained by the completion of 30 semester hours.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent without proof of dependency.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the office of the registrar:

Area in which student records are maintained:

1. **Academic records:** registrar's office, continuing education office and faculty offices
2. **Placement and testing records:** registrar's office and testing center
3. **Financial records:** business services office and financial aid office
4. **Medical records:** Health Services, ETMC Health Clinic

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Parental Notification Policy in Higher Education

The Higher Education Reauthorization Act of 1998 amended FERPA (Family Education Right to Privacy Act) to permit a college, without the student's consent, to disclose to parents or legal guardians of students under age 21 information regarding:

- Any criminal or school policy violation involving alcohol or drugs
- The final results of disciplinary proceedings against a student charged and found guilty of a violent crime as identified in the *Student Handbook.*

In addition, colleges are allowed to disclose to federal law enforcement officials and parents of dependent students education records without the student's consent. Thus, within the structure of this policy, Tyler Junior College reserves the right to implement all parts of the policy applicable by law.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, Tyler Junior College protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student. However, discretion is used, releasing even directory information only when determined necessary to conduct school business or provide benefit to the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes President's and Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry at the discretion of the institution. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Informed Consent

Student records will be examined by Tyler Junior College and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by Tyler Junior College or its authorized subcontractors. Unless a student notified Tyler Junior College in writing of a desire to prevent examination of his/her record, the student's signature on the admissions application and/or readmit form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

Drug-Free Campus Statement and Zero Tolerance Policy

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The *Student Handbook* contains a clear policy on zero tolerance and detailed information about emotional, medical and legal consequences of drug use and abuse. Relatedly, zero tolerance means any student found guilty of on campus use, possession or distribution of controlled substances will receive legal and college disciplinary action which could result in suspension or expulsion from the College. Additional information regarding this policy or programs for students with drug abuse problems is available in the *Student Handbook.*

Change of Name or Address

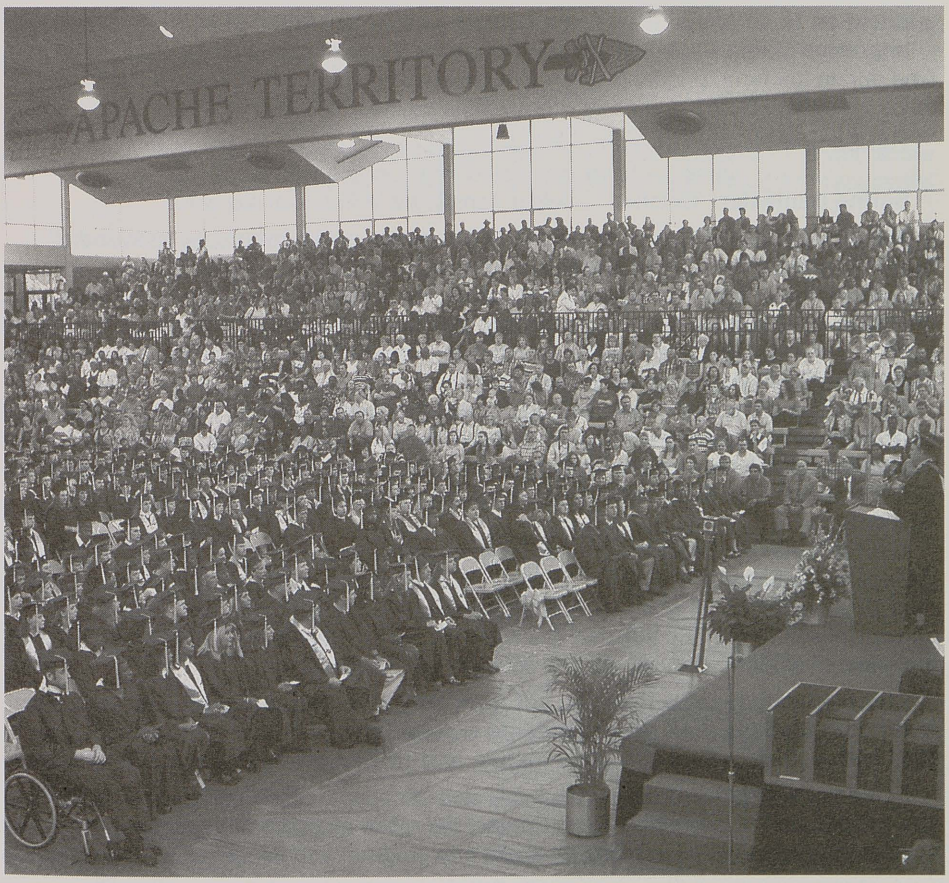
A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished.** The permanent address is the address on record and all official correspondence will be mailed to that address. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefore.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office, located on the second floor of Rogers Student Center.

Student Right-To-Know

"Tyler Junior College, in compliance with the Student Right-To-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the office of the Dean of Admissions."



How We Help You

Financial Aid

Steps for Financial Aid Processing Each Year

1. Complete a Free Application for Federal Student Aid (FAFSA) via the Internet at www.fafsa.ed.gov. Paper applications can be mailed but will take longer to process. List Tyler Junior College as the school you plan to attend. (Title IV School Code 003648)
2. Student will receive a Student Aid Report (SAR) in approximately two-four weeks.
3. Turn in the Tyler Junior College financial aid folder with all pertinent documents completed in the folder. (Folder will be received in the mail after SAR is received.)
4. Transfer Students: Students who have attended other schools during the current school year will be required to furnish an official transcript from the previous college, trade or technical school to the Admissions office.
5. Turn in all required material to the financial aid office by deadline in order to have financial assistance available at time of registration.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. **The process from application to an actual award can take up to four to eight weeks.**

Important Dates—Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their **folder** with the office of student financial aid and scholarships by the dates below:

Fall Semester: April 1—send FAFSA to processing center (paper or online)
June 1—have completed folder in financial aid office

Spring Semester: October 1—folder completed in financial aid office

Students whose files are completed after these dates cannot be assured of funding availability for registration purposes.

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books or room and board charges will be disbursed to the student within 45 days after classes begin.

Students and/or parents may also be required to submit a copy of their most recent federal income tax form. Any applicant who is married, 24 years of age or older, graduate/professional student, orphaned or a ward of the Court, a veteran of the U. S. armed forces or has legal dependents other than a spouse **will** be considered self-supporting.

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Stafford Student Loan) students must maintain enrollment in a degree or certificate program for at least six credit hours. Students who attend Tyler Junior College only in the summer session may not be eligible for financial aid. Contact the office of student financial aid and scholarships for details.

Students may receive financial aid from only one institution per semester per federal regulations. Pell Grant students enrolled in 6–8 hours will be funded at ½-time status, 9–11 hours at ¾-time status, and 12 or more hours at full-time status.

Some of the scholarships, grants, loans and job opportunities available to students are outlined on the following pages. Contact the office of student financial aid and scholarships for detailed information about any program and deadlines for applying.

Scholarships

Guidelines and development of new scholarships are the responsibility of the Office of Development and Alumni Relations. For additional information concerning the establishment of new scholarships, please call 903–510–2382.

Awarding and management of scholarships is conducted by the Office of Financial Aid and Scholarships.

College Scholarships

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify for merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Applications for these scholarships can be obtained from the Office of Student Financial Aid and Scholarships or at www.tjc.edu. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application. Most need-based scholarships can only be awarded to applicants who have exhibited need through the processing of a Free Application for Federal Student Aid (FAFSA).

Academic scholarships are awarded for one year at a time. Recipients must enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

Presidential Scholarships

Presidential Scholarships of $2,000 per year or $4,000 over two years are awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and have scored a minimum score of 1070 on the SAT and/or a 23 on the ACT. The College currently has 100 Presidential Scholarships.

Priority for the selection of these Presidential Scholarships is given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the Office of Student Financial Aid and Scholarships by March 1. Applications for the scholarship are available through high school counselors, the Office of Student Financial Aid and Scholarships, and at www.tjc.edu.

To maintain the scholarship, a 3.3 cumulative grade point average and full-time (12 hours, not including PSYC 1100 or KINE classes) enrollment must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College.

Presidential Scholarships

Eugene M. and Tobin Allen
Mattie Alice Scroggin Baker
Harold C. and Rosemary Beaird
Ernestine and David E. Berlin
Frances Dillon Birdwell
J. Weldon Birdwell, M.D.
Ann Howard Brookshire
S. W. Brookshire
Ina Brundrett
Sarah Butler
Frank and Margaret Canavaggio
Norma Anderson Carpenter
Dorothy and James C. Cheatham
A. D. and Bee Clark
Rupert and Phoebe Lou Cobb Memorial
Kenneth E. and Bobbie Dance
East Texas Fair Association
James C. Estes
Robert and Marie Estes
W. H. and Ollie Orr Estes
Evans Family
Evans Family 100th Presidential
Marcia Evans, DVM
Mary Martha Fair (2 scholarships)

"Rusty" Ingram Fletcher
June S. Flock
I. L. "Sonny" Friedman
James and Virginia Gatewood
Mrs. A. S. Genecov
Brady P. Gentry
Elizabeth S. Gugenheim
B. G. Hartley Family
William L. and Minnie Lou Herrington
Dulse Lux Hudnall
J. W. and Estelle Hunt (7 scholarships)
Jeanne and Phil Hurwitz
Dr. Harry E. Jenkins
J. W. Johnson
Dr. and Mrs. Earl C. Kinzie
Walden P. "Red" Little
Margaret Ann and Harry Loftis
St. Clair F. Luzzi
McLarty-Childress
Anne and Isadore Mayerson
Marguerite Evans Merrick in Music
Maurine Genecov Muntz
Billie Pye Murphy - Journalism
Daniel A. Needham in Engineering
Josephine and Dan Needham
Lloyd and Seville Nunn
Joseph Z. Ornelas
Louise H. Ornelas
Dr. and Mrs. James Peltier
El Freda Taylor Pirtle Memorial
George W. Pirtle Memorial
Joyce and Bill Pirtle
J. D. Plunk
Emma Lou Prater
Dr. Blanche Prejean
President's Circle
Pat M. and Maurine "Sally" Prestwood
William Atchley Pye
A. W. (Dub) and B. J. Riter
Maxene Robinson
Robert M. Rogers
Pauline Heffler Roosth
Sol Roosth
Atlantis Shelby
Dorothy and Thomas H. Shelby, Jr.
Tom R. and Patty P. Simmons
Smith County Medical Society Alliance
Rilla Jeffrey Squyres
Doyle D. Starnes, Jr., DVM
Florence and Marcus L. Strum
Mary Dale Thomas
Amy "Bobo" Tucker
Tyler Clearing House Association
Tyler Junior College Alumni Association
Bonna Bess and Jim Vaughn
Edgar H. and Lillie Mae Vaughn
Floyd Wagstaff
Dorothy Fay and Jack White
(4 scholarships)
Rev. J. E. and Minnie Gentry White
Mastin Gentry White
Mabel Williams
Gertrude Buckley Windsor
Emma F. Wise
Royce E. Wisenbaker
Mrs. Royce E. "Petey" Wisenbaker
J. F. (Doc) and Willie Evans Witt

Dean's Scholarships

Dean's Scholarships of $1,000 per year or $2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and have scored a minimum score of 1070 on the SAT and/or a 23 on the ACT. The College currently has 20 Dean's Scholarships.

To maintain the scholarship, a 3.0 cumulative grade point average and full-time (12 hours, not including PSYC1100 or KINE courses) enrollment must be maintained. Applications for the scholarship are available through high school counselors, the Office of Student Financial Aid and Scholarships, and at www.tjc.edu.

Dean's Scholarships
Kelly Joe "Joey" Bledsoe
Brady P. Gentry (5 scholarships)
Mr. and Mrs. A. W. Riter, Jr., Leadership (2 scholarships)
Dr. and Mrs. J. E. Watkins
Jack and Dorothy Fay White (8 scholarships)
Mabel Williams (2 scholarships)
Isaac "Ike" C. Sanders

Legacy Scholarship Program

Presented by the Tyler Junior College Foundation in the college's 75th anniversary year (2001–2002), the Legacy Scholarship Program establishes endowment-based funding for "performance grants." The Legacy Scholarships primarily fund participation in performance programs—Apache Belles, Apache Band (or instrument ensemble), music groups like Harmony & Understanding, dance, theatre, forensics, cheerleaders, athletics, and Student Senate—with individual endowments (performance area specified by the donor) to ensure that these outstanding extracurricular programs continue to be a vital part of the student experience.

To maintain the scholarship, a student must remain in good academic standing, complete 24 hours per academic year, participate in a specified performance group or activity, and attend annual Legacy Scholarship recognition events.

Legacy Scholarships

Bill and Glenda Barrett
Raymond E. Bostick (12 scholarships)
Gloria and Ralph L. Davis
Royce E. Davis
Kevin P. and Kelly Eltife (2 scholarships)
William E. Glazebrook (3 scholarships)
Kay Malone - Apache Belles
Laura Little Melvin - Journalism
Sam E. Nash - Graphic Arts
Joseph Z. and Louise H. Ornelas
Hollis F. and Mary F. Pinyan (Bequest)
Nora R. Pinyan (Bequest)
Mack and Jeane Pogue (10 scholarships)
J. J. and Angel Saleh
Mary Dale and Patrick R. Thomas
TJC Alumni Association
Lillian H. Totten (Bequest)
Brenda Wallace - Nursing
Dorothy Fay and Jack White - Fine Arts (2 scholarships)
Doc Witt - Band

Athletic Performance Grants

Athletic performance grants are awarded by the Tyler Junior College athletic program according to Texas Eastern Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College athletic office. The athletic performance grants are awarded in football, men's and women's basketball, men's and women's tennis, men's soccer, men's and women's golf, women's volleyball, and athletic training.

Performance Grants

Members of certain performing organizations may be awarded partial scholarships. These groups include the Apache Band, Apache Belles, cheerleaders, Harmony and Understanding, A Cappella Choir, visual art, student government, and speech and theatre. Such grants are awarded by the department chairs or staff responsible for each specific group or organization.

Top Ten Scholarships

Top Ten Scholarships are awarded to high school students from the Tyler Junior College service area that graduate in the "top ten" positions of their class. These scholarships are offered to students, who by invitation attend an on-campus reception hosted by the president of the College in the fall semester of their senior year. The scholarship is valued at $2,000 per year for 2 years.

To maintain the scholarship, a 2.0 cumulative grade point average and full-time (12 hours) enrollment status must be maintained. These scholarships are funded by various donations to Tyler Junior College. Parties interested in endowing a Top Ten Scholarship should contact the Tyler Junior College Foundation at 903–510–2382.

Endowed Top Ten Scholarship

James and Barbara Fair

Valedictorian Scholarships

Valedictorians (defined as highest-ranking student) of accredited Texas high school graduating classes are exempt from freshman-year tuition only. A letter or certificate of verification from the student's high school principal must be presented to the Registrar's Office.

Jake Roosth Memorial Scholarship Endowment

The Jake Roosth Memorial Scholarship Endowment was established in the spring of 2003 by the Sam Roosth Foundation. The Endowment funds scholarships to students graduating from Tyler Junior College's six tax district high schools (Tyler, Van, Grand Saline, Chapel Hill, Lindale, and Winona) majoring in the college-level automotive technology or welding programs. Students must demonstrate financial need through the College's Office of Student Financial Aid and Scholarships and may hold the scholarship for two years or until his/her certification or degree is completed. Recipients must remain in good academic standing while attending Tyler Junior College. In addition, the Endowment will fund the initial cost of tools required for the automotive technology program.

General Scholarships and Outside Organization Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past year. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee, as well as scholarships awarded and administered by outside agencies.

For application information, contact the Office of Student Financial Aid and Scholarships.

Paul and Jacqueline Adams Art Scholarship
Advance Class Scholarship/Glenwood Methodist Church
Thomas W. Akins Memorial
Dorothy Albertson Endowed Scholarship
American Association of University Women Scholarship
American Business Women's Association, Rose Garden Chapter, Scholarship
American Business Women's Association, Tyler Azalea Chapter, Scholarship
Tom Anderson, Jr. Memorial Journalism Scholarships (3)
Apache Belle Endowed Scholarship
Apache Cheerleader Endowed Scholarship
Jack Atkinson Memorial Endowed Scholarship (Kelly-Springfield)
Alison Joy Baker Service Fellowship
Dr. R. E. G. Baldwin Nursing Scholarship
M. C. Batey Trust Scholarship
Carolyn and Patti Bishop Sholarship
Breakfast Optimist Annual Scholarship
Wood T. Brookshire Memorial Scholarship
Claud Brown Scholarship for Disabled Individuals
Dr. Jean Speller Browne Scholarship
Gaynell Butler-Taylor Memorial Scholarship
T. B. Butler Newswriting Award
T. B. Butler Publishing Company Scholarship
Byars Foundation Scholarship/T. K. Gorman High School
D. K. Caldwell Endowed Scholarship
Hope Calhoun Scholarship
Norma Anderson Carpenter Scholarship
Thomas Julian Caswell Memorial Scholarship

Champion of the Arts
Citizen's First Bank Scholarship for Rusk High School Students
Jim Clark Endowed Scholarship (Kelly-Springfield)
Dr. H. R. Coats Nursing Scholarship
Rupert and Phoebe Lou Cobb Endowed Scholarships
Community Hospital Auxiliary Scholarship
Nell Covin Scholarship
Criterion Study Club Scholarship
Wilton J. Daniel Endowed Scholarship
Josephine Drago Endowed Scholarship in Nursing
W. Belton and Virginia Duckett Scholarship Endowment
John Duncan Endowed Scholarship (Kelly-Springfield)
East Texas Bridge Association
East Texas Cattle-ettes Scholarship
East Texas Communities Foundation Scholarship
East Texas Dental Society Scholarship
East Texas Oxygen (ETOX) Welding Scholarship
East Texas Respiratory Seminar Scholarship
East Texas State Fair Scholarships
W. T. Ellis Endowed Memorial Scholarship
Marcia Evans Memorial Scholarship
Expanding Your Horizons Endowed Scholarship
Grady and Sara Bess McKinney Faulk Scholarship
Faulconer Academic Incentive Awards
James Robert Fleet Endowed Scholarship
Paul and Sylvia Golenternek Forchheimer Scholarship
Dr. Edward and LaValta Fowler Scholarship
Free Enterprise Scholarship
Gatewood Foundation Botany Annual Scholarship
Hilda J. Genecov Estate
Brady P. Gentry Trust
D. K. Caldwell Endowed Scholarship
Mrs. D. K. "Lottie" Caldwell/Alfred E. Gilliam Apache Belle Scholarship
Mary John and Ralph Spence/Alfred E. Gilliam Apache Belle Scholarship
Mr. and Mrs. Gene Goar Endowed Scholarship
Velma Culwell and Fisher Godfrey Endowed Scholarship
Celia Golenternek Goldstucker, Phillip and Hyman Golenternek Memorial Scholarship
Dr. and Mrs. Dan Golenternek Scholarship
Isadore Golenternek Memorial Scholarship
Dr. and Mrs. Joe Golenternek Scholarship
Leo Golenternek Memorial Scholarship
Sarah and Alexander Golenternek Memorial Endowed Scholarship
Mrs. English (Elaine) Gordon Scholarship
Brent Hunt Gragg Scholarship
Mrs. Etta Golenternek Gross Memorial Scholarship
Cody Grissom Memorial/REACH Diploma Program Scholarship
Elizabeth S. Gugenheim Nursing Scholarship
Norman E. Halbrooks, M.D. Memorial Scholarship
Patrick Hartley Memorial
Ed and Mary Heath Foundation
Raymond Hedge, Sr. Memorial Scholarship
J. C. Henderson Memorial Scholarship
Simon and Louise Henderson Foundation Endowed Scholarship

Marguerite Hercules Scholarship
Bruce E. Herrington Scholarship
Dr. Winifred Golenternek Heringhi Memorial Scholarship
E. Fred Herschbach German Endowed Scholarship
Hide-A-Way Lake Kiwanis Club Scholarship
Houston Livestock Show and Rodeo Scholarship
David K. "Cokie" Hughes Memorial Scholarship
J. W. and Estelle Hunt Endowed Scholarship
Phillip and Jeanne Hurwitz Nursing Scholarship
International Exchange Student
Marie Jackson Nursing Scholarship
Dr. H. E. Jenkins Memorial Scholarship
Wiley Woodrow Jenkins Scholarship Endowment
Lillie Jiles Scholarship
John Tyler High School - Golf Alumni
John Tyler High School - Tennis Alumni
Varina Powell Johnson (Music) Scholarship
Mark S. Judd Scholarship
Johnnye Kennedy Scholarship
Maybeth Killingsworth Memorial Scholarship
Rick Kinsey Electronics Award
Dr. Earl Kinzie Scholarships for LVN's
Margaret Kinzie Scholarships for RN's
Bradley Ryan Lemmerman Memorial Baseball Scholarship
Levy Estate Scholarship
Littera Club Scholarship
Jim Lozier/Firestation Scholarship in Automotive Technology
David G. and Nancy Lunceford Scholarship
Lee Machicek Memorial Scholarship
Leota Martin Memorial Scholarship
Sarah McClendon Journalism Scholarship
Bruce McMillan, Jr. Foundation Scholarship
George Henry Mea Horticulture Scholarship
Alton B. Melton Memorial Music Scholarship
Christine Michaelis Memorial Scholarship
H. P. Mitchell Surveying Scholarship
Rosalis Montgomery Endowed Scholarship - Music & Theatre
Mooney A/C, Inc. Scholarship
John Nash Endowed Scholarship (Kelly-Springfield)
Optimist Club of Mineola Scholarship
Louise H. and Joseph Z. Ornelas Endowed Athletic Scholarship
Harris Oswalt Memorial Scholarship
Bill and Francis Partridge Scholarship for Foster Children
Kenneth D. Patterson Endowed Scholarship
Olga R. Pearson Endowed Scholarship
PEO Chapter GJ Scholarship
Frank E. Peycke Memorial Endowed Scholarship (Kelly-Springfield)
Pirtle Scholarship in Science and Engineering
El Freda Taylor Pirtle Scholarship
George W. Pirtle Technology Scholarship
Eddie Rice Scholarship
Christopher Lewis Rogers Scholarship
Jennifer Leigh Rogers Scholarship

Rose Capital Pilot Club Scholarship
Bonnie Ross Nursing Scholarship
Leo Rudd Memorial
George Rudy Honorary Scholarship
Florine Beall Shank Endowment for Music
Dr. and Mrs. L. E. Skinner Scholarship
Smith County Junior Livestock Show
Smith County Medical Society Alliance Scholarship
Smith County Soil and Water Conservation Scholarship
Jack Smith Memorial - Band
Marshall and Mary Smith Law Enforcement Scholarship
Wallace Thomas and Grace Moore Skinner Smith Scholarship
Sammie Smyrl Memorial Scholarship
Kathryn Nettles Speas Memorial Scholarship
St. John's Masonic Lodge #53 Scholarship
Christopher Glynn Starnes Memorial Scholarship
Don Steelhammer Memorial Endowed Scholarship (Kelly-Springfield)
Ronnie M. Stone Memorial Scholarship
Florence and Marcus Strum Scholarship
Temple-Inland Foundation Scholarship
T.E.P.E. Scholarship
Texas Chest Foundation Scholarship
Texas Interscholastic League Scholarship
TJC ESSA Scholarship
TJC-UT Tyler Trane Annual Engineering Scholarship
Trainer's Scholarships/Trinity Mother Frances Hospital Scholarship
Turman Family Reunion Scholarship
Steve Turman Scholarship
Austin P. Turner Award for Excellence
Gena Lee Turner Memorial Nursing Scholarship
Tyler Civitan Scholarship
Tyler Computer Club Scholarship
Tyler Desk and Derrick Club Scholarship
Tyler Garden Club Scholarship
Tyler Jaycees Scholarship
Tyler Junior College Alumni Association Annual Scholarship
Tyler Junior College Alumni Association Scholarship
Tyler Junior College Career Day Scholarship
Tyler Junior College Drafting Scholarship
Tyler Junior College Faculty/Staff/Family Memorial Scholarship
Tyler Junior College GED Scholarship
Tyler Junior College (Alumni Association) S.T.A.R.S.
Tyler Masonic Lodge Scholarship
Tyler Optimist Club Monroe Sublette Memorial Scholarship
Tyler Patrolman's Association Scholarship
Vaughn Foundation Nursing Scholarship
Vaughn Foundation Scholarship
Vaughn Grant Assistance Program (GAP) Need-Based Awards
Veteran's of World War I and Ladies Auxiliary of Rose City Barracks Scholarship
J. J. Wade Memorial Scholarship
Nell and Floyd Wagstaff Endowed Athletic Scholarship
Carl and Mary Wallace Education/Journalism Scholarship

Earl Wallis Memorial Scholarship
Dr. and Mrs. J. E. Watkins Scholarship Trust
Hazel M. Weeks Endowed Scholarship
E. A. Wendlandt Memorial Scholarship
Jack and Dorothy Fay White Fine Arts Scholarships (2)
Mastin G. and Jack White Music Scholarship
Virginia Wilks Nursing Scholarship
Gertrude Windsor Art Scholarship
Watson Wise Incentive Award
Watson W. and Emma Wise Cultural Arts Scholarship
Carl Worley Endowed Scholarship (Kelly-Springfield)
Wolf Benevolent Trust
Virginia Pittman Yale Journalism Scholarship

Grants

Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a Free Application for Federal Student Aid (FAFSA) annually, have received a high school diploma recognized by the student's home state or a GED, and be deemed eligible by the Department of Education, based on their income. A student must be making satisfactory academic progress toward his/her educational goal and be enrolled in at least six hours.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. Priority is given to students with the greatest unmet financial need. Funding is limited.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least six credit hours. Funding is limited. Certain EFC (from FAFSA) requirements must be met. Check with the Office of Student Financial Aid and Scholarships for details.

Leveraging Educational Assisting Program (formerly TPE-SSIG)

The LEAP program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal and enrolled for at least six hours. Preference is given to students with the greatest unmet financial need. Funding is limited.

TEXAS Grant (TEX)

The TEX grant program is awarded to students graduating from an Advanced High School Program in Texas beginning December 1998, who demonstrate financial need and who meet all other eligibility criteria. Students must be enrolled in a minimum of nine hours. Funding is limited.

TEXAS Grant II (TG2)

The TG2 grant program is awarded to students who are not eligible for the TEX grant program and meet all of the eligibility requirements. Students must meet satisfactory academic progress requirements and be enrolled in at least six hours. Funding is limited.

TASP/Compass Fee Waivers

A **limited** number of TASP and Compass fee waivers are available to students who show financial need, and are Pell eligible. See Financial Aid Office.

Loans

Federal Stafford Loans

Stafford Student Loans may be made by private lending institutions (banks, credit unions, insurance companies) and by the State of Texas. The maximum interest on Stafford Student Loans is 8.25 percent. Repayment on Stafford Student Loans begins six months after the student is no longer enrolled on at least a half time basis. There is a $50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must perform an entrance loan counseling interview prior to the certification of loan applications. Additionally, students are also required to attend an exit loan counseling session prior to graduating or exiting the institution. Both entrance and exit interviews can be completed via the Internet. Contact the Office of Student Financial Aid and Scholarships for further information.

Federal Unsubsidized Stafford Loans

See Office of Student Financial Aid and Scholarships for more details.

Emergency Tuition Loan/Promissory Notes

Tyler Junior College has established a limited Emergency Tuition Loan program to meet emergency needs of students who qualify. Loans are limited to the amount of tuition and fees and bear no interest. There is a $25.00 fee on late payments. Students must have a financial aid file pending. Contact the Office of Student Financial Aid and Scholarships for more information.

Emergency Tuition Loan/Promissory Notes are due and payable in full on or before the established due date each term. Any type of credit from financial aid, scholarships or other sources applied to the account prior to the due date for this loan will be used toward repayment of the loan. Students are responsible for paying any tuition, fees, room, board, loans or scholarships by appropriate due dates.

Once this loan has been granted and applied to the account, the student is responsible for payment of the loan by the due date unless a complete withdrawal form is completed and processed by the registrar's office prior to the **first day of class**. Failure to pay on or before the due date (see current class schedule), will result in your complete schedule being dropped for non-payment. Additional fees will be charged to your account. (Please note that unpaid loans will: (1) cause the student to be dropped from all classes for non-payment, (2) prohibit any future registration at Tyler Junior College, and (3) will cause academic transcripts to be withheld from release.) Outstanding loans are turned over to an agency for collection. Students who receive an emergency tuition loan from TJC and who do not repay the loan by the due date are not eligible for future emergency funds from Tyler Junior College.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements contact the Office of Student Financial Aid and Scholarships or see the *Financial Aid Handbook.*

All inquiries regarding financial aid should be addressed to:

Director of Financial Aid and Scholarships
Tyler Junior College
P. O. Box 9020
Tyler, TX 75711-9020

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study. Students must be enrolled at least half-time and maintain a 2.0 total gpa.

Student Assistants' Employment Program

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similar to the College Work-Study program. Apply in the human resources office.

Off Campus Employment

Various part-time employment opportunities are available in the Tyler community. Contact the career planning and placement office for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Vocational Rehabilitation Program, Tyler District Office, 3800 Paluxy, Suite 325, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs, P.O. Box 368, Anadarko, OK 73005–3668, 405–247–6673.

Tuition Exemption Program

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. Eligible Exemptions and Waivers are as follows:

Tuition Exemptions

1. Exemption of Certain Veterans, Dependents, etc. of the Armed Forces of the United States from Payment of Tuition.
2. Exemption of Certain Orphans of Members of the Armed Forces, Texas National Guard and Texas Air National Guard from Payment of Tuition.
3. Exemption of Highest Ranking Graduate of Accredited High Schools from Payment of Tuition for Two Semesters.
4. Exemption of Students from Other Nations of the American Hemisphere from Payment of Tuition.
5. Exemption of Deaf or Blind Students from Payment of Tuition.
6. Exemption of Children of Disabled Firemen, Peace Officers, Employees of the Texas Department of Corrections and Game Wardens from Payment of Tuition.
7. Exemption of Tuition for Firemen Enrolled in Fire Science Courses. (Letter required from employer each semester enrolled. Courses must be in fire protection program to qualify)
8. Exemption of Tuition for Children of Prisoners of War or Persons Missing in Action.
9. Exemption for Disabled Peace Officers. (With proper documentation. Letter from the agency they were employed with at time of disability).
10. Exemption for Certified Education Aides (With proper documentation from school approved by the Texas Education Agency).

Tuition Waiver Codes

1. Application of resident rather than non-resident tuition to out-of-state students enrolled through the Academic Common Market.
2. Application of resident rather than non-resident tuition to military personnel and dependents.
3. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
4. Application of resident rather than non-resident tuition to residents of a bordering state who register at a Texas public junior college. (TJC not eligible)
5. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.
6. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least $200 for the academic year or summer for which he/she is enrolled.
7. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas. Student must register at Tyler Junior College first in less than three semester hours.
8. Special tuition rates, caused by other statutory exemptions not included in numbers 1 to 8 or waivers not included in numbers 1–8 or 10–15.
9. Application of resident rather than non-resident for a Mexican national attending UT El Paso, UT at Brownsville, UT-Pan American, Sul Ross State University or Laredo State University who shows financial need.
10. Application of resident rather than non-resident tuition for a non-resident or foreign student who holds a competitive scholarship or stipend and is accepted in a clinical biomedical research training program leading to both a Doctor of Medicine and a Doctor of Philosophy degree.
11. Application of resident rather than non-resident tuition rate to a non-resident alien and his or her dependents stationed in Texas in keeping with the North Atlantic Treaty. (Not available at TJC)
12. Application of resident rather than non-resident for a Mexican national attending a General Academic Teaching Institution who shows financial need.
13. Application of resident rather than non-resident tuition for Mexican national attending a public institution of higher education in Texas as a part of the state's student exchange program.
14. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
15. Application of resident rather than non-resident tuition for an individual who is a non-resident alien, who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)
16. Competitive Academic Scholarship Recipients. Certain students receiving competitive academic scholarships may be exempted from paying non-resident tuition rates. (See Rules and Regulations Residence Status published by Texas Higher Education Coordinating Board).

All of the above categories are subject to change by the legislature of the State of Texas. Contact the admissions office for more information.

$1,000.00 Tuition Rebate *(Available during student's senior year of college)*

$1,000.00 tuition rebates are available for students who enrolled in a Texas public institution of higher education beginning the fall of 1997 or thereafter and complete a baccalaureate degree. Students must be Texas residents and complete all of their course work in Texas public institutions of higher education and must have paid resident tuition at all times. They must have attempted no more than three hours over the minimum number of semester hours required to complete a baccalaureate degree. This degree must be completed under the institutional catalog from which the student is eligible to graduate.

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits. The veterans' affairs office is located in the admissions office.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress

The Veterans Administration must be notified of unsatisfactory progress following each semester that a student does not maintain a 2.0 cumulative grade point average. Veterans should contact the Veterans' Services office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may be eligible to attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans' benefits may be exempt from tuition and educational related fees. All eligible veterans must fill out the Free Application for Federal Student Aid (FAFSA) every academic year, or provide proof of bachelor's degree. If Pell eligibility is established, these funds will pay first. **Student service fees and late charges will be the responsibility of the student and are to be collected on day of registration.**

Requirements:

1. Qualify as a Texas resident.
2. Was a Texas resident at the time of entrance into the service.
3. Have an honorable discharge or discharge under honorable conditions.
4. Have a copy of discharge papers (DD 214) on file in the admissions office.
5. Present proof of ineligibility for any Federal assistance and/or VA educational benefits.
6. Must have served at least 180 days active military duty, excluding training.
7. Less than 150 credit hours on Hazlewood since fall 1995.

For further information, contact the coordinator of veterans' services in the admissions office.

Residential Operations

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a residential living system of eight residence halls which house 600 students. Each living unit is air-conditioned and is shared by two (2) residents. Rooms are arranged suite style with two rooms to a bathroom—four residents per bath. All rooms have basic furniture and are equipped with smoke alarms for the safety of residents. Each hall has laundry facilities and the lobbies of each hall are equipped with a microwave, TV, and VCR.

Students living in College housing have opportunities to participate in student government and enjoy proximity to many College activities and events. Programs are provided in the halls on a regular basis for the information of students and may include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall specialist and several student resident associates live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, providing of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in the Southwest Association of College and University Housing Offices.

College housing contracts are binding for an academic year, fall and spring semester. If a student signs a resident contract in the fall, it is binding through the spring semester if they remain enrolled. If a student signs a contract in the spring it is binding only until the end of that semester. Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eligible for College housing. Fall assignments are very limited and it is suggested that applications be submitted at least six months prior to the semester for which housing is desired. Both a complete application form and a security deposit are required to be considered for assignment. Applications submitted without the $150 deposit will be placed on a waiting list or considered for hall assignment. Applications for College housing are available upon request from the Residential Operations office or by downloading the application from the College website (www.tjc.edu). Assignment to a residence hall will be based on the date full payment for the semester (or proof of financial aid sufficient to cover tuition, fees, books, room and meals) is received. Summer housing costs and dates vary according to availability.

Housing fees for the 2003–2004 school year may be obtained by contacting the Residential Operations office at 903–510–2345 or the College website at: www.tjc.edu. A $150 deposit of which $100 is refundable (damage deposit) is required at the time of application for residence hall living. As available, a private room fee is an additional $400 per semester above the regular published room rate and includes a meal plan with the dining hall.

To apply for on campus housing, contact the Residential Operations office located in the Purchasing Building, 1327 South Baxter, 903–510–2345.

College Dining Hall

The College dining hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact TJC Dining Services at 903–510–2516.

Campus Clinic

The Campus Clinic, located on the second floor of Rogers Student Center, is operated through a partnership with the East Texas Medical Center Regional Healthcare System.

The clinic is staffed weekdays, 8 a.m. to 5 p.m., by a physician (provided through the ETMC First Physicians organization), a registered nurse and a family nurse practitioner. The family nurse practitioner is a registered nurse with advanced training in diagnosing and treating illness who may also prescribe medications and administer physical exams. This full complement of health services is made possible by a health services fee of $30 per student per long semester and $15 per student for summer terms.

After-Hours Care

Through the Campus Clinic, TJC students may access after-hours referral care with ETMC registered nurses, by telephone. The clinic phone number is 903–510–ETMC (3862). Nurses triage the conditions of patients using an advanced computer-driven protocol system. If a nurse determines immediate primary care is needed after-hours, ETMC will offer free transportation for on-campus TJC students to and from the ETMC Tyler emergency center.

ETMC also offers educational internships for TJC nurses; free psychological screenings when appropriate; and preventive care, including free health screenings and discounted flu shots.

Bacterial Meningitis

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood.

This disease strikes about 3,000 Americans each year, including 100–125 on college campuses, leading to 5–15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities. **Symptoms**—High fever, stiff neck, severe headache, nausea, rash or purple patches on skin, confusion and sleepiness, vomiting, lethargy, light sensitivity and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. **The more symptoms, the higher the risk;** so when these symptoms appear, seek immediate medical attention. Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. will increase your risk of getting Bacterial Meningitis. Also, living in close conditions (such as sharing a room/suite in a dorm or group home) will increase one's risk of contracting Bacterial Meningitis.

To find out more information:

- Contact your own health care provider
- Contact the **TJC Health Services** at 903–510–2264
- Contact your local or regional Texas Department of Health Office. In Tyler, contact:

  Smith County Public Health District Family Care Center
  306 E. Houston Street; Tyler, TX 75701; Phone: 903–533–1319
- Contact websites: www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

Student Activities

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the Tyler Junior College *Student Handbook.*

Student Senate

The Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at College and professional games and entertains on other occasions. Throughout the year, special study is given to good taste in clothing, make-up, manners and general personal improvement.

Apache Band

The Apache Band is the official College band open to all students who qualify by audition. The band performs at a large number of campus, athletic, and community events and also accompanies the Apache Belles. The Jazz Band, Apache Spirit Basketball Band, Instrumental Chamber Ensemble, and Wind Ensemble are select groups of band students from the Apache Band chosen to play a wide variety of music.

A Cappella Choir

An auditioned mixed chorus which repertoire combines the more traditional choral literature with the contemporary. Open to anyone by audition.

Harmony and Understanding

A select group of singers from the A Cappella Choir, Harmony and Understanding sings modern popular music.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to represent the diverse interests of the students. The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook.*

American Sign Language Club
Apache Belles
Apache Respiratory Care Club
Campus Crusade for Christ
Geology Club
Las Mascaras
Phi Theta Kappa
Residence Associates Association
Scholars Academy
Tae Kwon Do Club
TJC Cheerleaders
VINAS

Religious Student Centers

Association of Baptist Students
Baptist Student Ministries
Tri-C
Wesley Foundation

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

Academic Support/Peer Tutoring

Programs which have been developed to assist the student with weak academic skills are EXCEL Peer Tutoring Program, a nationally-certified peer tutoring program which consists of one-on-one, group and/or open lab tutoring, college study skills assessment, study skills handouts and videos, and self-paced tutorial software programs in basic skills and TASP preparation. A tutoring lab, which is located in the Learning Loft on the third floor of Rogers Student Center, provides a convenient and accommodating environment for students.

For more information, contact the **Tutoring Center** in Rogers Student Center, 903–510–2892, or refer to the *Student Handbook.*

Accommodations for the Student with a Disability/Deaf Students

Tyler Junior College welcomes students with disabilities who have the potential for academic success in the post-secondary educational environment. TJC is committed to providing qualified students with disabilities equal access to its facilities, activities and programs. Section 504 of the Federal Rehabilitation Act of 1973 as amended, and the American with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable and appropriate accommodations for otherwise qualified students with disabilities. Accommodations may include, for example, permission to tape record lectures; relocation of classes or programs to accessible locations; arranging special testing locations; use of a sign language interpreter, etc. At TJC, accommodations are provided on an individual basis following presentation (by the student) and assessment of documentation that confirms the presence of a disability that causes a substantial limitation as defined under Section 504 and the ADA.

The ADA Student Coordinator meets to review the documentation being presented by the potential or current TJC student who is requesting classroom accommodations for the first time. The ADA Student Coordinator will make recommendations for classroom accommodations from documentation presented. If the ADA Student Coordinator determines that the documents do not support the need for accommodations, the student may provide additional documents for the ADA Student Coordinator to consider. The ADA Student Coordinator may take documentation to the ADA Documenta-

tion Review Committee (DRC) for further review. The committee is made up of TJC professionals who have extensive experience in working with students with physical, psychiatric and/or learning disabilities.

To request accommodations, the student with a disability should arrange an appointment with a ADA Student Coordinator to obtain the Request Accommodations Form (RAF). **Appropriate documentation of physical or psycho/educational evaluation that meets TJC guidelines or a referral from an appropriate rehabilitation agency (such as Texas Rehabilitation Commission of the Texas Commission for the Blind) that clearly documents the disability and supports the need for accommodations must be submitted for review to the ADA Student Coordinator, before any accommodations can be arranged.** The deadline for applying for assistance with the support services office is normally four weeks prior to the beginning of the initial semester of enrollment, to allow time for review and adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

Support Services, located on the second floor of the Rogers Student Center, serves as a liaison between students with disabilities and faculty and staff at TJC. The provision of support services and reasonable accommodations is guided by College policies and procedures, which are implemented through the Support Services Office. It is the intent of the ADA and TJC that responsibility for providing needed and appropriate support for students with disabilities is shared by students, faculty and staff. All students are expected to abide by College policies and procedures, including the Student Code of Conduct as outlined in the *Student Handbook* and other College publications.

Prospective and current students, parents and others interested in such services or more information should contact the **Support Services** office, Rogers Student Center, 903–510–2391, or refer to the *Student Handbook.* Deaf students should contact the Deaf Student Interpreter Coordinator, voice 903–510–2841, TTY 903–510–2394.

Section 504 and the American with Disabilities Act

Tyler Junior College does not discriminate on the basis of disability in admission, access or operation of its programs, services, or activities, including hiring or employment practices. This notice is provided under provisions of Section 504 and the American with Disabilities Act of 1990 (ADA). Questions, concerns, or requests for additional information regarding the ADA or the complaint/grievance procedure on disability-related matters may be forwarded to the director of human resources, ADA Coordinator, at 510–2419 on the TJC campus. A copy of the grievance procedure may be obtained from the Human Resources or the Counselor/Director of Support Services in the Rogers Student Center.

Persons with disabilities who need special accommodations, including auxiliary aids for effective communication, to participate in programs, services or activities of Tyler Junior College are invited to make their needs and preferences known to the director of the program, service or activity in which the individual seeks to participate or to the ADA Coordinator.

This catalog is available upon request in an enlarged format from the Support Services office, and in addition it may be accessed through the Internet on the TJC home page.

Interpreting Services for Deaf and Hard of Hearing Students

Tyler Junior College employs an Interpreting staff that includes BEI, NAD & RID Certified Sign Language Interpreters. Interpreters are provided for class lecture and other approved campus activities. Deaf and Hard of Hearing students requesting an interpreter or other effective communication assistance may do so through the office of the Deaf Student Interpreter Coordinator. The deadline for applying for an Interpreter or other communication assistance is four weeks prior to the beginning of the initial semester to allow adequate time for scheduling semester interpreters. The deadline for

applying for continuation of services for subsequent semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester. For more information, contact the Interpreter Deaf Student Coordinator, 903–510–2841 (Voice), 903–510–2394 (TTY).

TRIO Student Support Services

Tyler Junior College TRIO is a program funded by the U.S. Department of Education that enables colleges to provide support services to assist students with reaching their potential and success.

The main goals for each student:

- Stay in college
- Graduate from a 2-year institution
- Transfer to a 4-year institution
- Graduate from a 4-year institution
- Create a campus climate supportive of under-prepared and under-represented students.

A student should apply for TRIO if he/she:

- Has an academic/educational need, AND/OR
- Is a first generation college student (neither of your parents have a four-year degree), AND/OR
- Is economically disadvantaged, AND/OR
- Has a physical/learning disability

TRIO's Plan for Success includes: cultural enrichment activities both on and off campus; individual academic advising; tutoring; study skills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic advising and placement; individual instruction; TASP preparation seminars; university transfer information—including campus visits; and information and referral assistance.

For more information, contact TRIO Services, third floor, Rogers Student Center, 903–510–2621.

Adult Students in Vocational/Technical Programs

A variety of support services are available for adults considering "re-entry" into education and/or employment. Special consideration will be given to single parents and displaced homemakers. For the student who can document financial need, limited financial support may be available for child care, books, or transportation reimbursement. Application deadlines to be considered for financial assistance are:

Fall Semester—July 14, 2003

Spring Semester—November 14, 2003

Applications must be picked up in the **Support Services** office. Students must meet all guidelines and submit all necessary documentation, with the notarized application, by the deadline. To be considered, the student must also apply for **Federal Student Aid (PELL)** through the Office of Student Financial Aid and Scholarships. Financial assistance eligibility is based upon the student's major, economic need, full time status, and availability of Carl D. Perkins Vocational and Applied Technology Grant Funds. As funding is limited, eligible students will be placed on a waiting list and awarded funds according to highest economic need. All students must reapply prior to the fall semester of each academic year. Acceptance of funds may lower awards through other forms of assistance, such as Federal Student Loans.

For more information, contact **Support Services** in Rogers Student Center, **903–510–2391**, or **1–800–687–5680, ext. 2391**, or consult the TJC website at: **www.tjc.edu**

Vaughn Library and Learning Resources Center

The Vaughn Library and Learning Resources Center hosts a library collection of 85,000 volumes, the Vaughn Electronic Research Center (VERC), a multimedia non-print collection, and online access to numerous external resources, including the Internet. In addition, book collections for the health sciences, legal assistant, and other programs are housed here. Books from the library may be checked out with a current TJC student ID card, a TexShare card, or a Vaughn Library Courtesy card. Reference books, microfilm, and magazines are non-circulating; however, copy machines are located on each floor. Software in VERC includes word-processing, database and spreadsheet applications, and PowerPoint. [Additional computer-assisted instruction programs covering chemistry, English, history, foreign language and other areas are available in Pirtle Technology building, Room T-315.] Tapes from the video collection may be viewed on the library's second floor. Video programs for the instructional television courses (Telecourses) can be viewed here, checked out for watching at home or—for many Tyler, Smith and Cherokee County residents—viewed on local cable. Computer resources for students may be available at other TJC off-campus teaching sites. Students may also check out materials through the Forest Trail Library Consortium, which includes over 30 libraries in the East Texas region. Check out the Vaughn Library at www.tjc.edu/library.

Distance Education

To meet the changing educational needs of its service area, Tyler Junior College provides distance education opportunities to students with special scheduling needs, at remote locations and at high schools and other regional centers. Distance education may be acquired by Internet, through telecourses (on videocassette or cable), or by two-way interactive television at area high schools and other selected sites. This past year, TJC distance students generated over 5,000 enrollments.

Many participating area high schools offer "dual credit" and "early admissions" courses from TJC through distance education. Internet classes and telecourses may be scheduled at any Tyler service area high school. High schools now offering courses by two-way interactive video include:

Cherokee County
Jacksonville ISD
New Summerfield ISD

Smith County
Arp ISD
Chapel Hill ISD
Lindale ISD
Troup ISD
Tyler ISD
Whitehouse ISD
Winona ISD

Wood County
Alba-Golden ISD
Hawkins ISD
Mineola ISD
Quitman ISD
Winnsboro ISD
Yantis ISD

Van Zandt County
Grand Saline ISD
Van ISD

High school students qualifying for college admission (see Special Admissions on page 11) may also be able to enroll directly at TJC.

All students selecting distance education courses must have completed admission procedures prior to registering for classes and must participate in orientation activities for each class. Orientation activities will vary among courses. All courses will have on-campus orientations available at scheduled periods published through the TJC website

(www.tjc.edu) and in the published class schedule. Orientation in two-way interactive video classes will be held at the attendance sites during the first scheduled class. Other orientation activities may, at the instructor's option, be available by phone or by Internet. For additional information, you may call the Distance Learning Hotline at 903–510–2304 or, again, consult the website at www.tjc.edu.

Virtual College of Texas

Distance courses not in the catalog or schedule may be available to Tyler Junior College students through a statewide consortium, the Virtual College of Texas. More than two hundred individual courses are available through the virtual college and may be viewed on the catalog at www.vct.org.

Virtual College of Texas courses may originate from any of the more than fifty public college systems in the state but have the same tuition, admission procedures and requirements, and appear the same on your transcript as any other Tyler Junior College courses.

For Virtual College classes, you will have access to the advisement, library and support services and other activities of the TJC system. You may also complete your exams in the Tyler Junior College testing center or, through appropriate arrangements, at an approved high school or other off-campus site.

Additional information on courses offered through the Virtual College may be obtained by email at vct@tjc.edu or by calling the Distance Learning Hotline at 903–510–2304.

College Preparatory Program

The College Preparatory Program is an intensive academy of courses and programs designed to provide development for students underprepared for college-level work. Assistance in basic skills such as reading, writing, mathematics and personal development is offered to students identified for College Prep programs in both semester-length developmental courses and shorter term, individualized programs of study. The College Preparatory program has several components for success. For more information call 903–510–2037 or email dkel@tjc.edu.

- Strict attendance policy: If a student misses more than six unexcused hours of a CP class, the instructor can drop the student. (The only excused absences are college-approved activities.) If a student is dropped from one TASP-required college preparatory class, they will automatically be dropped from all college credit classes and may be withdrawn from Tyler Junior College.

  If a student misses class because of an emergency or illness, they must contact their instructor(s) or the College Preparatory Department. Students are to refer to their instructor's syllabus for missed work. Students are responsible for arranging to make up any coursework missed due to any reason. If it is not a college excused absence or an official religious observance, the instructor will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

- Math tutorials are offered in the Potter building during each week, Monday through Thursday and on Saturday mornings. Individualized English, reading and math tutorials are also available in the Learning Loft on the third floor of the Rogers Student Center.

- PLATO computerized tutorials are available in the Pirtle Technology Center, T–315, Monday through Sunday; and in Rogers Student Center Support Services computer labs, Monday through Friday.

- TASP review software is available through the Internet TASP site and in the Pirtle Technology Center, T–315, from Monday through Sunday.
- Free TASP math review is offered each long semester prior to the end of semester Quick TASP.
- Free Quick TASP is offered at the last of each semester to students completing the highest level of their college preparatory coursework.

For more information call 903–510–2037 or email dkel@tjc.edu.

Continuing Studies

Tyler Junior College is dedicated to presenting dynamic and flexible educational programs to the community throughout its service area. The College is committed to "lifelong learning" that goes beyond initial career preparation, traditional concepts of full-time study and program degree completion, and encourages education renewal. Further, the College seeks to provide lifelong learning for people of all ages to develop personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community.

The School of Continuing Studies is headquartered at the Tyler Junior College **Regional Training and Development Complex (RTDC)** located on TJC's **West Campus** at 1530 S SW Loop 323 in Tyler. Continuing Studies is devoted to offering critically-needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, Continuing Studies at the West Campus RTDC offers services such as on-site registration and fee collection, snack bar/concession area, 300-seat conference room, convenient parking and campus safety. The RTDC is the home of the Continuing Education Center, Small Business Development Center, the Tyler Area Business Incubator, the ACT Center, the TJC Corporate Services, and the Literacy Council of Tyler. In addition, four credit technology programs—Air Conditioning and Refrigeration, Early Childhood Education, Surgical Technology, and Vision Care Technology—are located at the RTDC on the West Campus.

Continuing Education Center

The Continuing Education Center is a non-credit program that offers:

1. Adult (age 16+) vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized

continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the awarding of CEU's be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the School of Continuing Studies, 903–510–2900, or online at rtdc.tjc.edu.

Refund Policy

Refunds may be requested at the registrar's office on the Main Campus or at the RTDC on the West Campus. College refund policy:

100% prior to the first class day or if class is cancelled by the College
80% during the first class day and NONE thereafter

Refunds will be mailed to the student's permanent address within 2–4 weeks. **Refunds will be applied to outstanding debts owed to Tyler Junior College.**

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business

The official Grand Opening of Tyler Junior College's West Campus, SSW loop 323 at West Robertson in April 2003, drew quite a crowd from the Tyler community. Showcased were the credit and non-credit course offerings, as well as the various services/activities available to the community and business through the West Campus and the TJC School of Continuing Studies.

training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to provide practical solutions to business needs and problems. Please call 903–510–2975 for more information.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College. Please call 903–510–2975 for more information.

Adult Basic Education

The **Literacy Council of Tyler,** in partnership with Tyler Junior College and located at the RTDC, is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Classes and/or individualized instruction may be obtained Monday–Friday from 8:30 a.m. until 4:30 p.m. and Monday through Thursday from 6:00–8:00 p.m. Also, Literacy Council staff oversees operation of a grant-funded public computer lab—free to the community.There are also evening classes available in outreach centers throughout the community. Please call 903–533–0330 or 903–510–2939 for registration information.

ACT Center/WorkKeys Service Center

Tyler Junior College has partnered with ACT, Inc., formerly American College Testing, to bring the community a training and testing facility that utilizes state-of-the-art technology to assess and improve the skills of individuals. This technology provides continuous access to courseware and allows training to be scheduled when it is most convenient. The ACT Center also serves as a community partner to businesses, organizations and government agencies, offering products and services to ensure the availability of a high-quality workforce. For a complete listing of courses offered through the ACT Center, please visit our website at www.tjc.edu/corporateservices and click on the ACT icon or call 903–510–2965 for additional information.

Corporate Services

Providing innovative training solutions to the community's workforce, Corporate Services is client-focused and offers flexible delivery. From information technology instruction to healthcare and industrial training, our certified trainers deliver the quality programs businesses need to sharpen their professional skills. We'll deliver the program according to the company's schedule, be it at the workplace or Tyler Junior College's state-of-the-art facilities. For more information, please call 903–510–2965.

Ornelas Health and Physical Education Center

The Ornelas Health and Physical Education Center, an 83,000-square-foot facility located on the TJC main campus, and a full partner in the School of Continuing Studies, offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities for students, faculty and staff. In addition, a full range of recreational and fitness clinics and camps for children and youth are available to the public through the continuing education program at the center. For more information, please call 903–510–2555.

What We Offer

Graduate Guarantees

Tyler Junior College guarantees its associate in arts graduates that the courses required for graduation will transfer, and associate in applied science graduates that specific competencies will be taught. To qualify for this guarantee, the graduate must have completed at least 75 percent of their credits at TJC.

Special Conditions

Associate in Arts Graduates

1. Tyler Junior College guarantees to its Associate in Arts graduates who have met the requirements for the degree, beginning September 1, 1992 and thereafter, that course credits will transfer as outlined in the Texas Higher Education Coordinating Board rules and regulations.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.
4. If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Admissions at Tyler Junior College within 15 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
5. If the courses are not transferable, Tyler Junior College will allow the student to take up to nine (9) semester credit hours of comparable courses, with waiver of tuition, which are acceptable to the receiving institution within a one-year period from granting of a degree at Tyler Junior College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course(s).
6. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
7. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Associate in Applied Science and Technical Certificate Graduates

1. Tyler Junior College guarantees to its Associate in Applied Science and Technical Certificate graduates that if they are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific program, the graduate will be provided retraining with certain stipulations.
2. The graduate must have earned the A.A.S. degree or certificate beginning September 1, 1992 or thereafter in a technical program published in the College's *Catalog*.
3. The graduate must have completed the A.A.S. degree or certificate with at least 75 percent of the credits being earned at Tyler Junior College and must have completed the program within a four-year time span from initial enrollment.

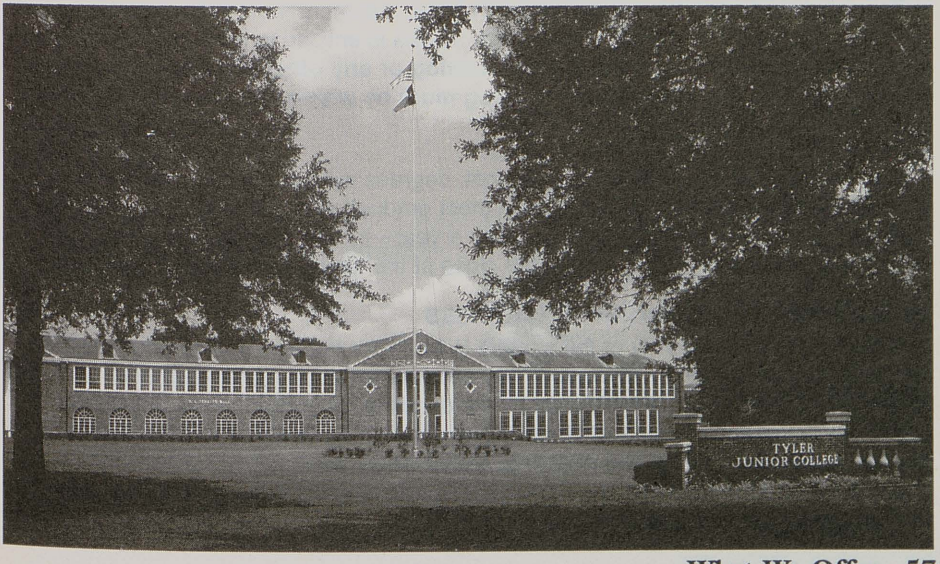
4. Graduates must be employed full-time in an area directly related to the area of program concentration.
5. Employment must commence within 12 months of graduation.
6. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
7. The employer, graduate and assigned representative(s) of the College will develop a written educational plan for retraining.
8. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
9. All retraining must be completed within a calendar year from the time agreed upon in the educational plan.
10. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and/or other course related expenses.
11. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
12. The students' sole remedy against this College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Special Programs

FAS-Track is a focused, accelerated curriculum for the serious or advanced student. The program meets the needs of students who wish to complete the core curriculum or associate in arts degree quickly with minimal interference with work and family responsibilities. Students must have passed TASP, its equivalent, or be TASP exempt.

Scholars Academy is a program designed for students with outstanding academic achievement. It offers enriched activities, small classes, unique opportunities for independent learning and leadership training. Selective Admission.

Students who earn the grade of "A" in any of the following courses may receive four hours credit for Scholars Academy graduation requirements: MATH 2414, PHYS 2425, PHYS 2426, CHEM 2423, BIOL 2421, ACCT 2401.



Degrees, Certificates and Graduation

General Graduation Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. The student must apply for a degree in the appropriate academic advising office by the published deadline.
2. The student must complete 60 (unless a specific curriculum indicates otherwise) acceptable credit hours of work with an average grade of at least "C" (2.0) DGPA.
3. For degree completion, at least 25 percent of the credit semester hours must be earned through instruction completed at Tyler Junior College.
4. Students who first enrolled fall of 1989 or after, unless TASP Exempt, must pass all parts of the TASP or alternative TASP test or satisfy the TASP requirement by a "B" or better grade in a TASP-designated course, as stipulated by state guidelines.

Students should check senior college requirements.

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and approved by the appropriate dean.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate, and it is approved by the appropriate dean.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

Students who wish to receive a diploma or certificate and/or participate in commencement must make proper application in the appropriate academic advising office. Upon verification, students will be notified and receive credit for all awards earned, having them posted to their permanent academic records.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

Dates of Graduation

If all degree requirements have been met, degrees will be dated the semester in which the student applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring and summer semesters.

Graduation Application Deadlines

It will be the responsibility of the student to apply for the appropriate degree or certificate for which he/she is eligible. The deadline for applying for degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be July 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1. Students are responsible for checking with the cashier's office to pay any outstanding charges on their accounts prior to graduation.

Academic Advisors

School of Allied Health and Nursing

Dean's Office, G–222: 903–510–2662; Academic Advising Office, G–222: 903–510–2662

Dental Hygiene
Diagnostic Medical Sonography
Emergency Medical Service Professions
Health Information Technology (formerly Medical Records)
Human Services: Addiction Counselor Training Program
Medical Laboratory Technology
Medical Transcription
Nursing, Associate Degree (RN)
Nursing, Vocational (LVN)
Radiologic Technology
Respiratory Care
Surgical Technology
Vision Care Technology

School of Applied Studies

Dean's Office, T–203: 903–510–2507; Academic Advising Office, T–202: 903–510–2347

Air Conditioning and Refrigeration
Automotive Technology
Business Management
Computer Information Systems
Criminal Justice
Electronics Technology
Engineering Design Technology
Fire Protection Technology
Geographic Information Systems Technology
Graphic Arts/Photography
Internetworking Technology
Legal Assistant
Medical Office Management
Office Technology
PC Service and Support
Recreation Leadership: Tennis Teaching
Surveying and Mapping Technology
Welding Technology

School of University Studies

Dean's Office, J–154: 903–510–2548; Academic Advising Office, J–106: 903–510–2425

Accounting
Agriculture
Art
Astronomy
Bible
Biology
Business Administration
Chemistry
Child Development
Construction Sciences
Dance
Economics
Education/Alternative Certification Programs
Engineering
English
Environmental Sciences
Foreign Languages
Forestry
Geography
Geology
Government
Health and Kinesiology
History
Home Economics
Horticulture
Humanities
Journalism
Mathematics
Music
Philosophy
Physics
Pre-Dental
Pre-Medicine
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician Assistant
Pre-Veterinary Medicine
Psychology
Radio/Television
Sign Language and Sign Language Interpreting
Social Work
Sociology
Speech
Theatre

Associate in Arts Degree

The associate in arts core is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts degree will take essential core requirements that will allow them to transfer to a senior college. Tyler Junior College offers the associate in arts degree to students completing the general graduation requirements for all degrees, the associate in arts degree core requirements, and those courses required for one of the concentrations. Concentrations for associate in arts degrees are listed on the following pages.

Core Certificate: Students who complete the core curriculum may receive a certificate of completion.

1. The core requirements for the **associate in arts* degree:**

Component Area

Communication:
ENGL 1301 (3 credit hours); ENGL 1302 **or** 2311 (3 credit hours)
SPCH 1311 **or** 1315 **or** 1321 (3 credit hours)

Mathematics (Select one course) (3 or 4 credit hours):
MATH 1314, 1324, 1325, 1342, 1350, 1351, 2320, 2412, 2413, 2414, 2415

Laboratory Sciences (Select two courses) (8 credit hours):
BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2404, 2406, 2416, 2420, 2421, 2471
CHEM 1405, 1406, 1407, 1408, 1411, 1412, 2423, 2425
PHYS 1401, 1402, 1405, 2425, 2426, 2427, 1411, 1412
GEOL 1401, 1403, 1404, 1405

Visual/Performing Arts (Select one course) (3 credit hours):
ARTS 1301; DRAM 1310; MUSI 1306; DANC 2303; Art History (ARTS 1303, 1304); Theatre History (DRAM 2361, 2362); Music Literature (MUSI 1308, 1309)

Humanities (Select one course) (3 credit hours):
COMM 1307; ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2352, 2353; HIST 2311, 2312; HUMA 1301, 1302; PHIL 1301, 2306;

Social/Behavioral Science:
GOVT 2305 and 2306 (6 credit hours)
HIST 1301 and 1302 **or** 2301 (6 credit hours)
(Select one course) (3 credit hours):
ECON 2301, 2302; GEOG 1301, 1303; PSYC 2301, 2314, 2319; SOCI 1301, 2301, 2331

Institutional Designated Option (Select one course) (3 or 4 credit hours):
BCIS 1301 **or** BCIS 1405.

Core Total: 44–46 credit hours

NOTE: Students enrolling in core curriculum courses, other than courses having only mathematics or writing TASP requirements, must have satisified all TASP reading requirements.

2. Complete courses listed in one of the concentrations.

Students who intend to transfer to a university and seek the baccalaureate degree should consult with their advisor, inquire about the receiving university's course requirements and develop a degree plan accordingly.

Work with the academic advisor for your major to request any course substitution needed for your senior institution or associate degree plan. Course waivers/substitutions must be approved by the appropriate department chair and an instructional dean.

Some degrees do not require completion of the core. Fields of study supplant core requirements.

Associate in Arts Fields of Study (State Approved)

Business Administration

1. Must see advisor for transfer degree plan.
2. Complete general graduation and core requirements.
3. Complete these specific requirements in the Field of Study for Business Administration:

Accounting (8 credit hours), ACCT 2401 & 2402

Economics (6 credit hours) ECON 2301*, 2302

Mathematics (3 credit hours) MATH 1325*

Information Systems (4 credit hours) BCIS 1405*

Speech (3 credit hours) SPCH 1315* or 1321*

Approved electives to complete 60 hours—BUSI 1301, MATH 1314*, 1324* and 2342.

**Included in Core.*

Students should check senior college requirements.

Computer Science

1. Complete core curriculum to include the following specific courses:
   a. MATH 2313
   b. PHYS 2425 and PHYS 2426
2. Complete the following additional courses:
   a. MATH 2314
   b. COSC 1436, 1437, 2436 and 2425.

Notes:

1. COSC 1436 and 1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.
   a. COSC 1436 is not part of the Computer Science major requirements at The University of Texas at Austin, The University of Texas at Arlington, The University of Texas at Dallas, and Texas A&M University.
   b. COSC 1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1436 and 1437 will assist students that need additional background but do not apply toward the computer science major requirements.
2. COSC 2425 is not part of the Computer Science major requirements at The University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.
3. It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same insitution to reduce the likelihood of potential gaps in the curriculum.

Criminal Justice

1. Must see advisor for transfer degree plan.
2. Complete general graduation and core requirements.
3. Complete these specific requirements in the Field of Study for Criminal Justice:
   a. CRIJ 1301, 1306, 1310, 2313, and 2328;
   b. Approved criminal justice electives to complete 60 hours.

Engineering

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

First Year

Semester I

ENGL 1301 Composition and Rhetoric*
HIST 1301 History of the US*
CHEM 1411 General Chemistry I*
MATH 2413 Calculus I*
ENGR 1304 Engineering Design Graphics~
ENGR 1101 Introduction to Engineering~

Semester II

ENGL 1302 Composition and Rhetoric*
OR
ENGL 2311 Technical Report Writing†*
HIST 1302 History of the US*
CHEM 1412 General Chemistry II‡
MATH 2414 Calculus II*
PHYS 2425 Mechanics*

Summer Session I

GOVT 2305 American Government*
ECON 2301 Principles I Macroeconomics*

Second Year

Semester III

MATH 2415 Calculus III*
ENGR 2301 Engineering Mechanics I (Statics)*
ENGR 2304 Computing for Engineers**
PHYS 2426 Electricity and Magnetism*
SPCH 1321 Business & Professional Speaking*

Semester IV

GOVT 2306 American State Government*
MATH 2320 Differential Equations
ENGR 2302 Engineering Mech II (Dynamics)*
ENGR 2305 Circuits I

Total Semester Hours—72*

**Courses marked with an asterisk are requirements for graduation from Tyler Junior College with an Associate in Arts degree with the Field of Study in Engineering. A minimum of 60 hours is required for graduation from Tyler Junior College.*

*** ENGR 2304 meets core curriculum requirement for Computer Science. It is recommended but not required.*

~ ENGR 1304 and ENGR 1101 are required by most senior colleges, but are not included in the core or in the Field of Study.

† Students should choose ENGL 1302 or 2311 based on senior college requirements.

‡ Not all senior colleges require CHEM 1412. Students should check senior college requirements.

NOTE: If needed, it is recommended that all engineering majors take MATH 2412 (precalculus) during the summer session prior to the fall semester of the freshman year. Students with no physics background are encouraged to take PHYS 1401 in the first semester of the freshman year.

Music

First Year

Semester I

MUSI 1311 and MUSI 1116
Ensemble
Applied Concentration*
Class Piano Secondary**
MUSI 1308 or **1309**
HIST 1301

Semester II

MUSI 1312 and MUSI 1117
Ensemble
Applied Concentration*
Class Piano Secondary
MATH 1314
HIST 1302 or **2301**
SPCH 1315 or **1321**

Second Year

Semester III

MUSI 2311 and MUSI 2116
Ensemble
Applied Concentration*
Applied Secondary**
ENGL 1301
GOVT 2305
BCIS 1301

Semester IV

MUSI 2312 and MUSI 2118
Ensemble
Applied Concentration*
Applied Secondary
ENGL 1302 or **2311**
GOVT 2306

**Concentration may be in any instrument or vocal.*

***Secondary must be piano if it was not chosen as a concentration. Music majors must take a piano placement test.*

NOTE: Music majors are strongly encouraged to lighten their course load by enrolling in summer classes. Vocal students are encouraged to audition for the following vocal performing groups: A Cappella Choir, Harmony and Understanding. In addition to MUSI 1127 and 1128, students are encouraged to audition for the following instrumental performing groups, Jazz Band, Instrumental Chamber Ensemble, and Wind Ensemble.

Students should check senior college requirements.

Associate in Arts Fields of Study (State Approved), continued

Teacher Preparation

Early Childhood Field of Study *(Grades Early Childhood–4)*

1. Students seeking a State of Texas teaching certificate in early childhood education should complete the Early Childhood Field of Study at Tyler Junior College before transferring to a senior institution. This degree consists of the core curriculum plus additional courses which comprise the field of study as shown below.
2. Specific requirements:
   TECA 1303, 1311, 1318 and 1354.
3. Choose additional elective hours, if necessary, to total sixty semester credit hours.

Students should check senior college requirements.

Middle Grades Field of Study *(Grades 4–8)*

1. Students seeking a State of Texas teaching certificate in middle grades education should complete the Middle Grades Field of Study at Tyler Junior College before transferring to a senior institution. This degree consists of the core curriculum plus additional courses which comprise the field of study as shown below.
2. Specific requirements:
   MATH 1350* (MATH 1314 as prerequisite or satisfactory score on a placement examination)
   MATH 1351 (MATH 1350 as prerequisite)
   EDUC 1301
   EDTC 1325
   TECA 1354
3. Choose additional elective hours, if necessary, to total sixty semester credit hours.

Students should check senior college requirements.

** Included in Core*

Associate in Arts Concentration Areas

Agriculture/Forestry/Horticulture

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

Forestry (9 credit hours) FORE 1301, 1314, 2309
Horticulture (10 credit hours)
Agriculture (10 credit hours)
Biology* (8 credit hours)
Additional Mathematics (3 credit hours)

Electives to total 60 hours. Students should check with the faculty advisor in the biology program to complete a degree plan for transferability.

**Included in Core.*

Students should check senior college requirements.

Athletic Training

1. Enrollment in the Athletic Training program is limited. Students should contact the Head Athletic Trainer for application information.
2. Complete general graduation and core requirements.
3. Complete these specific requirements:

Psychology* (3 credit hours) PSYC 2301
Mathematics* (3 credit hours) MATH 1314 or 1342 recommended
Nutrition (3 credit hours) HECO 1322
Health and Kinesiology (9 credit hours) KINE 1102, KINE 1103, KINE 2101, KINE 2102, KINE 2170 plus 9 hours of HLTH and/or KINE theory courses
**Included in Core.*

Industrial Technology

(Options in Industrial Technology, Industrial Safety, Industrial Distribution, Trades and Industries Education, Technical Professions Education or Technology Education)

Industrial Technology focuses on supervision, administration, and other leadership positions in industrial production.

Industrial Safety emphasizes the field of loss management and the procedures for controlling the industrial environment through safety principles, practices and laws.

Industrial Distribution stresses required skills in purchasing, selling, installing, servicing, storing, and transporting industrial products.

Trades and Industries Education stresses technical knowledge and related industrial information for the purpose of teaching.

Technical Professions Education encompasses a wide variety of post-secondary technical programs which require a high degree of technical information.

Tyler Junior College and The University of Texas at Tyler have articulated this program for the most efficient transfer into the above listed option in the Technology Department at UTT. Students should consult with their faculty advisor at UTT regarding specific degree plans.

Sciences

(Majors in Biology, Chemistry, Environmental Science, Geology, Meteorology, Physics, Pre-Medicine, Pre-Dental, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Medicine and Pre-BSN)

1. Must see science advisor for transfer degree plan.
2. Complete general education and core requirements.
3. Complete these specific requirements:*

Chemistry** (8 credit hours) CHEM 1411, 1412
Additional Laboratory Science (8 credit hours)
Additional Mathematics (3 credit hours)
Electives to total 60 hours.

**Students should check senior college requirements. Course substitutions may be available depending on major and/or transfer degree requirements. See academic advisor.*
***Included in Core.*

Associate in Arts Concentration Areas, continued

University Studies

(Majors in Art, Behavioral Sciences, Computer Science, Construction Science, Criminal Justice, Health/Kinesiology, Home Economics, Journalism, Liberal Arts, Mathematics and Speech/Theatre)

1. Complete general graduation and core requirements.
2. Complete electives to total 60 credit hours based on the student's intended degree at the receiving institution.

Students should check senior college requirements from an academic advisor.

Associate in Applied Science Degree

The associate in applied science degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the associate in applied science degree to students completing required courses in the following programs:

Air Conditioning and Refrigeration

Automotive Technology

Business Management

Child Development

Computer Information Systems
- Applications Programming
- Networking Technology [Microsoft]
- Networking Technology [Novell]
- Technical Support

Criminal Justice–
- Corrections
- Law Enforcement

Dental Hygiene

Diagnostic Medical Sonography

Electronics Technology

Emergency Medical Service Professions

Engineering Design Technology

Geographic Information Systems

Graphic Arts/Photography

Health Information Technology

Human Services: Addiction Counselor Training Program (Substance Abuse Counseling)

Internetworking Technology

Legal Assistant

Medical Laboratory Technology

Nursing, Associate Degree

Office Technology–
- Administrative Assistant
- Medical Administrative Assistant

PC Service and Support

Process Piping Design

Radiologic Technology

Recreation Leadership: Tennis Teaching

Respiratory Care

Sign Language Interpreting

Surgical Technology

Surveying and Mapping Technology

Vision Care Technology

Welding Technology

Allied health students must contact the department chair or academic advisor for specific application information and deadlines. See the Special Admissions and/or Selected Admissions sections of this *Catalog*.

Tech-Prep Programs

- Automotive Technology
- Child Development (Enhanced Skills)
- Diagnostic Medical Sonography
- Electronics Technology
- Health Information Technology
- Management
- Office Technology
- PC Service and Support
- Surgical Technology
- Vision Care Technology

Certificate Options

- Air Conditioning and Refrigeration–
  - Air Conditioning
  - Commercial Refrigeration
- Automotive Technology–
  - Advanced Automotive Technician
  - Basic Automotive Trainee
  - Maintenance and Light Repair Trainee
- Business Management–
  - Bookkeeping
  - Leadership
- Child Development–
  - Administrator's Credential
  - Infant and Toddler
  - Preschool Teaching
- Computer-Aided Drafting
- Computer Information Systems–
  - Information Systems Applications
  - Information Systems Management
  - Computer Information Security
  - Web Master
  - Network Administration [Microsoft]
  - Network Administration [Novell]
- Diagnostic Medical Sonography
- Electronics Technology–Telecommunications
- Emergency Medical Service Professions* –
  - EMSP Basic
  - EMSP Intermediate
  - Paramedic
- Fire Protection Technology
- Fire Certification Training
- Geographic Information Systems (Advanced)
- Graphic Arts/Photography–
  - Graphic Arts
  - Photography
- Human Services: Addiction Counselor Training Program (Substance Abuse Counseling)
- Internetworking Technology–
  - Cisco
  - Cisco, Advanced
- Medical Office Management
- Medical Transcription*
- Office Technology
- PC Service and Support
- Photography
- Recreation Leadership: Tennis Teaching
- Sign Language Interpreting
- Surgical Technology*
- Surveying and Mapping Technology
- Telecommunications
- Vision Care Technology*
- Vocational Nurse Education*
- Welding Technology–
  - SMAW Structural
  - GMAW/FCAW
  - GTAW
  - AWS Entry-Level Welder
  - Welding

** In these health science programs, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."*

General Education Electives

NOTE: In Associate degree plans, several disciplines are listed as General Education electives. Note that some of these do not meet core curriculum requirements. *Social/ Behavorial Science* includes economics, geography, government, psychology, sociology, Texas and U.S. history and social work. *Humanities* include: humanities, journalism (COMM 1307), literature, sophomore foreign language, philosophy and sophomore sign language (SGNL 2301, 2302) and Western Civilization. *Fine/Visual Arts* include courses in the appreciation or history of art, drama and music. *Natural science* includes chemistry, biology, geology, physics and astronomy.

Air Conditioning and Refrigeration Curriculum 7221

(Associate in Applied Science Degree)

First Year

Semester I

HART 1401 Basic Electricity for HVAC
HART 1407 Refrigeration Principles
HART 1371 Air Conditioning Welding Procedures
HART 1372 HVAC Air Duct Fabrctn. & Installlation
ENGL 1301 Composition and Rhetoric

Semester II

HART 1403 A/C Control Principles
HART 1441 Residential Air Conditioning
HART 1445 Gas and Electric Heating
TMTH 1301 Applied Mathematics
Humanities/Fine Arts Elective

Second Year

Semester III

HART 1442 Commercial Refrigeration
HART 2438 Air Conditioning Installation & Startup
HART 2445 Air Conditioning Systems Design
ITSC 1309 Integrated Software Application I OR
BCIS 1301 Microcomputer Applications
Social/Behavioral Science Elective

Semester IV

HART 1449 Heat Pumps
HART 2436 Troubleshooting (Capstone)
HART 2457 Advanced Commercial Refrigeration
SPCH 1321 Business and Professional Speaking

Total Semester Hours—68

Bold courses represent general education courses.

Approved social/behavioral science electives: Government, History, Economics, Psychology, Sociology.

Approved humanities/fine arts electives: Bible, Humanities, Journalism, Literature, Modern Language, Philosophy, Art Appreciation, Drama Appreciation and Music Appreciation.

(Certificate of Proficiency, Air Conditioning 7221A) TASP Waived

First Year

Semester I

HART 1401 Basic Electricity for HVAC
HART 1407 Refrigeration Principles
HART 1372 HVAC Air Duct Fabrctn. & Installlation
HART 1371 Welding Procedures
HART 2445 Air Conditioning Systems Design

Semester II

HART 1403 A/C Control Principles
HART 1441 Residential Air Conditioning
HART 1445 Gas and Electric Heating
HART 1449 Heat Pumps
HART 2436 Troubleshooting

Summer Session

HART 2438 Air Conditioning Installation/Service (Capstone)

Total Semester Hours—42

(Certificate of Proficiency, Commercial Refrigeration 7221C) TASP Waived

Semester I

HART 1407 Refrigeration Principles
HART 1401 Basic Electricity for HVAC
HART 1371 Welding Procedures
HART 1442 Commercial Refrigeration

Semester II

HART 1403 A/C Control Principles
ITSC 1309 Integrated Software Application I OR
BCIS 1301 Microcomputer Applications
HART 2457 Adv. Comm. Refrigeration (Capstone)

Total Semester Hours—26

Automotive Technology Curriculum 6422

(Associate in Applied Science Degree)

First Year

Semester I

AUMT 1305 Introduction to Automotive Technology*
AUMT 2328 Automotive Service
AUMT 1407 Automotive Electrical Systems**
AUMT 1310 Automotive Brake Systems
AUMT 1316 Suspension and Steering

Semester II

AUMT 1319 Automotive Engine Repair
AUMT 2321 Automotive Electrical Lighting and Accessories***
AUMT 1345 Automotive Heating and Air Conditioning
AUMT 2317 Engine Performance Analysis I****
TMTH 1301 Applied Mathematics

Summer Session I

BCIS 1301 Microcomputer Applications
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

AUMT 2313 Manual Drive Train and Axles
AUMT 2325 Automotive Transmission and Transaxles
AUMT 2437 Automotive Electronics
AUMT 2366 Practicum I
Behavioral/Social Science Elective

Semester IV

AUMT 2334 Engine Performance Analysis II
AUMT 2367 Practicum II
AUMT 2301 Automotive Management
SPCH 1321 Business and Professional Speaking
Humanities/Fine Arts Elective

Total Semester Hours—68

Bold courses represent general education requirements.

Students must furnish course-required hand tools.

(Certificate of Proficiency—Advanced Automotive Technician 6422A)
TASP Required

First Year

Semester I

AUMT 1305 Introduction to Automotive Technology*
AUMT 2328 Automotive Service
AUMT 1407 Automotive Electrical Systems**
AUMT 1310 Automotive Brake Systems
AUMT 1316 Steering and Suspension

AUMT 1319 Automotive Engine Repair
AUMT 2321 Automotive Electrical Lighting and Accessories***
AUMT 1345 Automotive Heating and Air Conditioning
AUMT 2317 Engine Performance Analysis I****
AUMT 2366 Practicum I

Second Year

Semester III

AUMT 2313 Manual Drive Train and Axles
AUMT 2325 Automotive Transmission and Transaxle
AUMT 2437 Automotive Electronics
AUMT 2334 Engine Performance Analysis II
AUMT 2367 Practicum II

Total Semester Hours—47

** AUMT 1305—Prerequisite for all AUMT courses.*
*** AUMT 1407—Prerequisite for AUMT 1345, 2317, 2321, and 2325.*
**** AUMT 2321—Prerequisite for AUMT 2437.*
***** AUMT 2317—Prerequisite for AUMT 2334.*
Students must furnish course-required hand tools.

(Certificate of Proficiency—Basic Automotive Technician Trainee 6422B)
TASP Waived

First Year

Semester I

AUMT 1305 Introduction to Automotive Technology*
AUMT 2328 Automotive Service
AUMT 1407 Automotive Electrical Systems**
AUMT 1310 Automotive Brake Systems
AUMT 1316 Steering and Suspension

Students must furnish course-required hand tools.

AUMT 1319 Automotive Engine Repair
AUMT 2321 Automotive Electrical Lighting and Accessories***
AUMT 1345 Automotive Heating & A/C
AUMT 2317 Engine Performance Analysis I****
AUMT 2366 Practicum I

Total Semester Hours—31

(Certificate of Proficiency—Automotive Maintenance and Light Repair Trainee 6422C) TASP Waived

First Year

Semester I

AUMT 1305 Introduction to Automotive Technology*
AUMT 2328 Automotive Service
AUMT 1407 Automotive Electrical Systems**
AUMT 1310 Automotive Brake Systems
AUMT 1316 Steering and Suspension

Semester II

AUMT 2366 Practicum I

Total Semester Hours—19

** AUMT 1305—Prerequisite for all AUMT courses.*
*** AUMT 1407—Prerequisite for AUMT 1345, 2317, 2321, and 2325.*
**** AUMT 2321—Prerequisite for AUMT 2437.*
***** AUMT 2317—Prerequisite for AUMT 2334.*
Students must furnish course-required hand tools.

Business Management Curriculum 5822

(Associate in Applied Science Degree)

First Year

Semester I

BUSI 1301 Introduction to Business
ACNT 1303 Introduction to Accounting I
HRPO 2307 Organizational Behavior
BCIS 1405 Business Computer Applications
ENGL 1301 Composition and Rhetoric

Semester II

ACNT 1304 Introduction to Accounting II **OR**
BMGT 1303 Principles of Management I
ENGL 1302 Composition and Rhetoric
MATH 1314 College Algebra
POFT 2312 Business Correspondence and Communications
SPCH 1321 Business and Professional Speaking

Second Year

Semester III

BUSG 2309 Small Business Management
BMGT 1341 Business Ethics
BMGT 2368 Practicum
BMGT 2309 Leadership
ECON 2302 Principles of Economics II–Micro
Approved Elective***

Semester IV

BMGT 2303 Problem Solving and Decision Making (Capstone)
HRPO 2301 Human Resources Management
POFT 1313 Professional Development for Office Personnel
BUSI 2302 Legal Environment of Business
Humanities/Fine Arts Elective

Bold courses represent general education courses.

Total Semester Hours—64

**** Approved Electives: BMGT 1391; MRKG 1311, 1391; BUSI 1311.*

Business Management Curriculum 5822

(Leadership Certificate 5822I) TASP Waived

Selective admission, industry sponsorship required.

Semester I

BMGT 2341 Strategic Management

Semester II

HRPO 2301 Human Resources Management

Semester III

BMGT 2309 Leadership

Semester IV

BMGT 2303 Problem Solving and Decision Making

Semester V

BMGT 1307 High Performance Work Teams (Capstone)

Total Semester Hours—15

(Certificate of Proficiency, Bookkeeping 5822L) TASP Waived

Semester I

ACNT 1303 Introduction to Accounting I
BCIS 1405 Business Computer Applications
HRPO 2307 Organizational Behavior

Semester II

ACNT 1304 Introduction to Accounting II
ACNT 1329 Payroll and Business Tax Accounting
POFT 1313 Professional Development for Office Personnel (Capstone)

Total Semester Hours—19

Child Development Curriculum 5222

(Associate in Applied Science Degree)

First Year

Semester I

CDEC/TECA 1311 Introduction to Early Childhood Education
CDEC/TECA 1354 Child Growth Development
CDEC 1313 Curriculum Resources in Early Childhood Programs
CDEC 2326 Administration of Programs for Children I
BCIS 1301 Microcomputer Applications

Semester II

CDEC/TECA 1303 The Family and the Community
CDEC/TECA 1318 Nutrition/Health/Safety
CDEC 1358 Creative Arts
ENGL 1301 Composition and Rhetoric
Humanities Elective

Second Year

Semester III

CDEC 1359 Children with Special Needs
CDEC 2341 The School-Age Child*
MATH 1314 College Algebra
PSYC 2301 Introductory Psychology
BUSG 2309 Small Business Management

Semester IV

CDEC 1319 Child Guidance
CDEC 2328 Administration of Programs for Children II
CDEC 1321 Infant and Toddler
CDEC 2386 Internship: CDEC
Speech Elective

Bold courses represent general education courses.

Total Semester Hours—60

Child Development Curriculum

(Certificate of Proficiency 5222A) TASP Waived

Semester I

CDEC 1311 Introduction to Early Childhood Education
CDEC 2326 Administration of Programs for Children I
CDEC 1313 Curriculum Resources in Early Childhood Programs
CDEC 1354 Child Growth and Development
PSYC 2301 Introductory Psychology

Semester II

CDEC 1303 The Family and the Community
CDEC 1358 Creative Arts for Early Childhood
CDEC 1318 Nutrition, Health and Safety
BCIS 1301 Microcomputer Applications
CDEC 2386 Internship CDEC

Total Semester Hours—30

(Tech-Prep Enhanced Skills Child Development Certificate 5222B) TASP Required*

ITSC 1305 Introduction to PC Operating Systems
CPMT 1349 Computer Networking Technology

Total Semester Hours—6

**Prerequisite: AAS in Child Development*

(Infant and Toddler Caregiver Certificate 5222C) TASP Waived

CDEC 1311 Introduction to Early Childhood Education
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1319 Child Guidance
CDEC 2326 Administration of Programs for Children I
CDEC 1321 The Infant and Toddler

Total Semester Hours—15

(Preschool Teaching Certificate 5222D) TASP Waived

CDEC 1311 Introduction to Early Childhood Education
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1358 Creative Arts for Early Childhood
CDEC 1319 Child Guidance
CDEC 2326 Administration of Programs for Children I

Total Semester Hours—15

(Administrator's Credential 5222E) TASP Waived

CDEC 1311 Introduction to Early Childhood Education
CDEC 1313 Curriculum Resources for Early Childhood Programs
CDEC 1318 Nutrition, Health, and Safety
CDEC 1319 Child Guidance
CDEC 2326 Administration of Programs for Children I
CDEC 2328 Administration of Programs for Children II

Total Semester Hours—18

Commercial Art *(See Graphic Arts/Photography)*

Computer-Aided Drafting & Design *(See Engineering Design Technology)*

Computer Information Systems Curriculum

(Certificate of Proficiency, Information Systems Applications 1101A) TASP Waived

COSC 1415 Fundamentals of Programming **OR**
BCIS 1416 Computer Programming—Visual BASIC
BCIS 1405 Business Computer Applications
ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology
ITSC 1313 Internet/Web Page Development

Total Semester Hours—17

(Certificate of Proficiency, Information Systems Management 1101B) TASP Waived

Semester I

COSC 1415 Fundamentals of Programming **OR**
BCIS 1416 Computer Programming—Visual BASIC
BCIS 1405 Business Computer Applications
ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology
ITSC 1313 Internet/Web Page Development

Semester II

Programming Elective* **OR**
ITSC 1311 AS/400 Operating Systems I
ITSE 2409 Introduction to Database Programming
CPMT 1411 Introduction to Computer Maintenance
Network Administration Elective**
ENGL 1301 Composition and Rhetoric

**Programming Electives: BCIS 1416, 1432; COSC 1415, 1436; and ITSE 1414.*
*** Network Administration Electives: ITNW 1320 and ITMC 1358.*

Total Semester Hours—35/34

(Certificate of Proficiency, Web Master 1503D) TASP Waived

Semester I

ITSE 1305 Web Authoring and Publishing
ITSE 2313 Web Authoring
POFT 1301 Business English
ARTC 1313 Digital Publishing I

Semester II

IMED 2315 Web Page Design II
ITNW 2359 Web Server Support & Maintenance
ITSE 2302 Intermediate Web Programming
INEW 2334 Advanced Web Page Programming
IMED 2309 Internet Commerce (Capstone)
ARTC 1302 Digital Imaging I

Total Semester Hours—30

(Certificate of Proficiency, Computer Information Security 1101D)

Semester I

ITNW 1312 Fundamentals of Information Security
ITNW 2417 Network Security
ITNW 2371 Security Architecture and Models
ITNW 2472 Access Control Systems and Methodology
ITNW 2373 Operations Security

Semester II

ITNW 2374 Law, Investigations and Ethics
ITNW 2375 Management Security Issues
ITNW 2376 Physical Security
ITNW 2264 Practicum—Business Systems Networking and Telecommunications

Total Semester Hours—28

(Certificate of Proficiency, Network Administration [Microsoft] 1503A) TASP Required

Semester I

ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology

Semester II

ITMC 1358 Supporting Microsoft Windows Client Network Operating Systems
ITMC 1319 Installing and Administering Microsoft Windows Server Operating Systems

Semester III

ITMC 1342 Implementing a Microsoft Windows Network Infrastructure

Semester IV

ITNW 2301 Administering Servers (Projects Course)
ITNW 1392 Special Topics in Business System Networking and Telecommunications
ITNW 1354 Implementing and Supporting Servers (Projects Course)

Total Semester Hours—24

(Certificate of Proficiency, Network Administration [Novell] 1503C) TASP Required

Semester I

CPMT 1349 Computer Networking Technology
ITSC 1317 PC Operating Systems–DOS

Semester II

ITNW 1320 Netware Administration
ITNW 2331 Novell Service and Support

Semester III

ITNW 2338 Netware Advanced Administration
ITNW 2342 Novell Directory Services (NDS) Design and Implementation for NetWare
ITNW 1392 Special Topics in Business System Networking and Telecommunications

Total Semester Hours—21

(Associate in Applied Science Degree, Information Systems Networking Technologies [Microsoft] 1503)

First Year

Semester I

BCIS 1416 Computer Programming–Visual BASIC
BCIS 1405 Business Computer Applications
ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology
ITSC 1313 Internet/Web Page Development

Semester II

Approved Elective*
CPMT 1411 Introduction to Computer Maintenance
ITMC 1358 Supporting Microsoft Windows Client Network Operating Systems
ITMC 1319 Installing and Administering Microsoft Windows Server Operating Systems
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

ITMC 1342 Implementing a Microsoft Windows Network Infrastructure
ITNW 1392 Special Topics in Business System Networking and Telecommunications
ITNW 1354 Implementing and Supporting Servers (Projects Course)
ITSC 1307 Unix Operating Systems I (LINUX)
SPCH 1321 Business and Professional Speaking

Semester IV

ITNW 2301 Administering Servers (Projects Course)
Approved Elective*
College Mathematics (3 hours)
Humanities/Fine Arts Elective
Social/Behavioral Science Elective

**Approved Electives: EECT 1200; ITCC 1302, 1306, 1342,1346, 2332, 2336, 2340, 2344; ITMC 1343, 2303, 2333, 2334, 2355; ITNW 1264, 1312, 1320, 1392, 2331, 2338, 2342; ITSC 1321.*

Bold courses represent general education requirements.

Total Semester Hours—63

Computer Information Systems Curriculum, *continued*

(Associate in Applied Science Degree, Information Systems Networking Technologies [Novell] 1503B)

First Year

Semester I

BCIS 1416 Computer Programming–Visual BASIC
BCIS 1405 Business Computer Applications
ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology
ITSC 1313 Internet/Web Page Development

Semester II

Approved Elective*
CPMT 1411 Introduction to Computer Maintenance
ITNW 1320 NetWare Administration
ITNW 2331 Novell Service and Support
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

ITNW 2338 NetWare Advanced Administration
ITNW 2342 NDS Design and Imp. for NetWare
ITSC 1307 UNIX Operating System I (LINUX)
SPCH 1321 Business and Professional Speaking
3 hours of College-Level Mathematics

Semester IV

ITMC 1358 Supporting Microsoft Windows Client Operating Systems
ITNW 1392 Special Topics in Business System Networking and Telecommunications
Approved Elective*
Humanities/Fine Arts Elective
Social/Behavioral Science Elective

**Approved Electives: ITMC 1319, 1342, 1343, 2303, 2334, 2355; ITNW 1264, 1312; ITSC 1321; ITCC 1302, 1306, 1342, 1346, 2332, 2336, 2340, 2344; and EECT 1200.*

Bold courses represent general education requirements.

Total Semester Hours—63

(Associate in Applied Science Degree, Information Systems Technical Support 1101)

First Year

Semester I

COSC 1415 Fundamentals of Programming
OR
BCIS 1416 Computer Programming–Visual BASIC
BCIS 1405 Business Computer Applications
ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology
ITSC 1313 Internet/Web Page Development

Semester II

ITSC 1311 AS/400 Operations I
ITSE 2409 Introduction to Database Programming
ITSC 1321 PC Operating Systems–Windows
CPMT 1411 Introduction to Computer Maintenance
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

ITSC 1307 UNIX Operating Systems I (LINUX)
ITSC 2331 Integrated Software Applications III
ITSE 1350 Systems Analysis and Design
Approved Elective*
SPCH 1321 Business and Professional Speaking

Semester IV

EECT 1200 Technical Customer Support
ITSC 2386 Internship—Computer Info Systems
BUSG 2309 Small Business Management
College-Level Mathematics
Humanities/Fine Arts Elective
Social/Behavioral Science Elective

**Approved Electives: BCIS 1416, 1432; COSC 1415, 1436; IMED 2309; ITNW 1320; ITSC 1392, 2337; ITSE 1391, 1414.*

Bold courses represent general education requirements.

Total Semester Hours—67

(Associate in Applied Science Degree, Information Systems Applications Programming 1101C)

First Year

Semester I

COSC 1415 Fundamentals of Programming
OR
BCIS 1416 Computer Programming–Visual BASIC
BCIS 1405 Business Computer Applications
ITSC 1317 PC Operating Systems–DOS
CPMT 1349 Computer Networking Technology
ITSC 1313 Internet/Web Page Development

Semester II

Programming Elective*
ITSE 2409 Introduction to Database Programming
ITSC 1321 PC Operating Systems–Windows
CPMT 1411 Introduction to Computer Maintenance
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

Programming Elective*
Advanced Programming Elective**
ITSC 1307 UNIX Operating System I (LINUX)
ITSE 1350 Systems Analysis and Design
College-Level Mathematics

Semester IV

ACCT 2401 Principles of Financial Accounting
Advanced Programming Elective**
ITSE 2386 Internship—Computer Programming
SPCH 1321 Business and Professional Speaking
Social/Behavioral Science Elective
Humanities/Fine Arts Elective

Total Semester Hours—70–72

**Programming Electives: BCIS 1416, 1432; COSC 1436; and ITSE 1414.*
***Advanced Programming Electives: BCIS 2331, 2332; COSC 1437, 2425, and 2436.*
Bold courses represent general education requirements.

Criminal Justice Curriculum 7021

(Associate in Applied Science Degree Law Enforcement Option 7021)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
CRIJ 1301 Introduction to Criminal Justice**
CRIJ 2328 Police System and Practices**
CRIJ 1307 Crime in America**
BCIS 1301 Microcomputer Applications

Semester II

ENGL 1302 Composition and Rhetoric
SPCH 1321 Business and Professional Speaking
CRIJ 1306 The Courts and Criminal Procedure**
CRIJ 1310 Fundamentals of Criminal Law**
CJLE 2420 Texas Peace Office Procedures**†

Second Year

Semester III

GOVT 2305 American Government
TMTH 1301 Applied Mathematics
or **Higher Level Mathematics**
CJSA 1308 Criminalistics I
CRIJ 2323 Legal Aspects of Law Enforcement**
CJLE 2421 Texas Peace Officer Law**†
Humanities/Fine Arts Elective

Semester IV

GOVT 2306 American State Government
CJLE 2522 Texas Peace Officer Skills**†
CJSA 2389 Internship—Criminal Justice Studies (Capstone)
CRIJ 2314 Criminal Investigation**
Social/Behavioral Science Elective

Total Semester Hours—67

Bold courses represent general education courses.

*** Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.*

†Prior to registering for these classes students must have a criminal history fingerprint clearance from the Texas Department of Public Safety.

Criminal Justice Curriculum 7021, *continued*

(Associate in Applied Science Degree Corrections Option 7021A)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
CRIJ 1301 Introduction to Criminal Justice
CRIJ 2328 Police System and Practices
CRIJ 1307 Crime in America
BCIS 1301 Microcomputer Applications

Semester II

ENGL 1302 Composition and Rhetoric
SPCH 1321 Business and Professional Speaking
CRIJ 1306 The Courts and Criminal Procedure
CRIJ 1310 Fundamentals of Criminal Law
CJCR 1304 LE—Probation and Parole

Second Year

Semester III

GOVT 2305 American Government
TMTH 1301 Applied Mathematics
or **Higher Level Math**
PSYC 2301 Introductory Psychology
CRIJ 2314 Criminal Investigation
CRIJ 1313 Juvenile Justice System
CRIJ 2323 Legal Aspects of Law Enforcement

Bold courses represent general education courses.

Semester IV

GOVT 2306 American State Government
SOCI 1306 Social Problems
CJSA 2389 Internship—Criminal Justice Studies (Capstone)
CRIJ 2313 LE—Correctional Systems and Practices
CRIJ 2301 LE—Community Resources in Corrections
Humanities/Fine Arts Elective

Total Semester Hours—66

Dental Hygiene Curriculum 8034

(Associate in Applied Science Degree)

Prerequisites:
CHEM 1406 Fundamentals of Chemistry
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II

First Year

Semester I

DHYG 1301 Orofacial Anatomy, Histology and Embroyology
DHYG 1404 Dental Radiology
DHYG 1431 Preclinical Dental Hygiene
BIOL 2420 Microbiology

May Mester

SPCH 1321 Business and Professional Speaking

Semester II

DHYG 1211 Periodontology
DHYG 1339 General and Oral Pathology
DHYG 1227 Preventive Dental Hygiene Care
DHYG 1260 Clinical I Dental Hygiene
ENGL 1301 Composition and Rhetoric

Summer Session I or II

BCIS 1301 Microcomputer Applications
Sociology Elective (3 hours)**

Second Year

Semester III

DHYG 1235 Pharmacology for the Dental Hygienist
DHYG 1215 Community Dentistry
DHYG 2201 Contemporary Dental Hygiene Care
DHYG 2360 Clinical II Dental Hygienist
Humanities Elective (3 hours)*

Semester IV

DHYG 1123 Dental Hygiene Practice
DHYG 1207 General and Dental Nutrition
DHYG 1319 Dental Materials
DHYG 2362 Clinical III Dental Hygienist (Capstone Course)
Psychology Elective (3 hours)***

Total Semester Hours—72

**Humanities elective: Any 3 hour humanities course.*
***Sociology elective: Any 3 hour sociology course.*
**** Psychology elective: Any 3 hour psychology course.*

Non-dental hygiene courses may be taken prior to placement in the Dental Hygiene Program. Science courses must not be older than five years upon enrollment in the program.

All courses with bold type may be taken prior to acceptance to the program.

Special admission and retention rules apply. Contact department chair for details.

Diagnostic Medical Sonography Curriculum 8048

(Associate in Applied Science Option 8048)

Prerequisites:

BIOL 2404 Introduction to Human A&P
PHYS 1405 Elementary Physics
HITT 1305 Medical Terminology
HITT 2331 Advanced Medical Terminology
MATH 1314 College Algebra

NOTE: All prerequisites must be completed by the end of the spring semester prior to admittance into the DMS program.

First Year

Semester I

DMSO 1441 Intro to Abdominopelvic Sonography
DMSO 1302 Basic Acoustic Physics
DMSO 2303 Sonographic Departmental Functions
DMSO 1266 Practicum I
ENGL 1301 Composition and Rhetoric

Semester II

DMSO 2505 Sonography of Obstetric/Gynecology
DMSO 1267 Practicum II
SPCH 1321 Business and Professional Speaking
OR **1315**

Second Year

Semester III

DMSO 2441 Sonography Abdominopelvic Pathology
DMSO 2353 Sonography of Superficial Structures
DMSO 2266 Practicum III
BCIS 1301 Microcomputer Applications
Humanities Elective*

Semester IV

DMSO 2345 Advanced Sonography Practices
DMSO 2443 Advanced Ultrasound Physics
DMSO 2367 Practicum IV (Capstone Course)
Social Behavioral Science Elective

Total Semester Hours—70

All courses with bold type titles may be taken prior to acceptance into program.

**SPAN 2316 recommended for Humanities elective.*

Graduates are eligible to apply for admission to sit for the registry examinations in Abdomen, Obstetrics and Physics as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

(Advanced Certificate Option 8048A) TASP Required*

Semester I *(8 weeks)*

DSVT 1300 Principles of Vascular Technology
DSVT 2300 Vascular Technology Applications
DSVT 2366 Practicum I

Semester II *(8 weeks)*

DSVT 2418 Vascular Technology: Peripheral Vascular Evaluation
DSVT 2330 Vascular Technology: Cerebral Vascular Evaluation
DSVT 2367 Practicum II (Capstone Course)

Total Semester Hours—17

Graduates are eligible to apply for admission to sit for the registry examinations in Vascular Technology and Vascular Physics as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

This option is available each spring.

Drafting *(See Engineering Design Technology)*

Electronics Technology Curriculum 8824

(Also see PC Service & Support)

(Associate in Applied Science Option 8824C)

First Year

Semester I

CETT 1403 DC Circuits
CETT 1425 Digital Fundamentals
CETT 1429 Semiconductors
BCIS 1301 Microcomputer Applications
TMTH 1301 Applied Mathematics OR
MATH 1314 College Algebra

Semester II

CETT 1405 AC Circuits
CETT 1449 Digital Systems
CETT 1439 Amplifier Analysis
ENGL 1301 Composition and Rhetoric
SPCH 1321 Business & Professional Speaking

Second Year

Semester III

ELMT 2433 Industrial Electronics
EECT 2439 Communications Circuits
CETT 1445 Microprocessors
COSC 1415 Principles of Programming
Social/Behavioral Science Elective

Semester IV

RBTC 1405 Robotic Fundamentals
ELMT 2437 Electronic Troubleshooting, Service and Repair
EECT 2486 Internship—Electrical, Electronic, and Communications Engineering Technology/Technician
Humanities/Fine Arts Elective

Total Semester Hours—70

Bold courses are general education courses.

(Certificate of Proficiency in Telecommunications 8824K)

TASP Waived

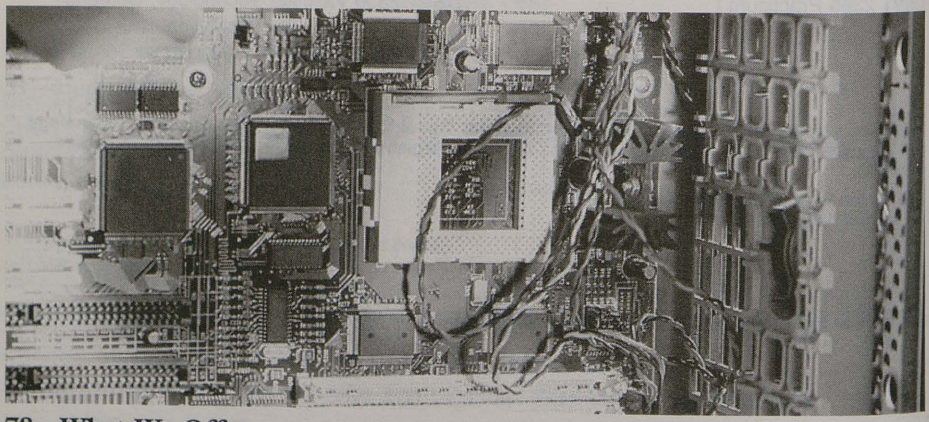
Semester I

CETT 1409 DC-AC Circuits
CETT 1415 Digital Applications
EECT 1303 Introduction to Telecommunications
CPMT 1349 Computer Networking Technology
DFTG 1315 Architectural Blueprint Reading

Semester II

CETT 2333 Digital Computer Circuits
EECT 1340 Telecommunications Transmission Media
EECT 1344 Telecommunications Broadband Systems
CSIR 1359 Digital Data Communications
EECT 1200 Technical Customer Service

Total Semester Hours—31



Emergency Medical Service Professions Curriculum

(Associate in Applied Science Degree Paramedic Option 8040)

Prerequisites:

EMSP 1501 EMT—Basic
EMSP 1166 Practicum—EMT (Capstone Course)

First Year

Semester I

EMSP 1338 Introduction to Advanced Practice
EMSP 1356 Patient Assessment and Airway Management
EMSP 2348 Emergency Pharmacology
EMSP 1167 Paramedic Practicum I
EMSP 1355 Trauma Management

Semester II

EMSP 2338 EMS Operations
EMSP 1168 Paramedic Practicum II
ENGL 1301 Composition and Rhetoric
HITT 1305 Medical Terminology
PSYC 2301 Introduction to Psychology

Summer Session I

EMSP 2444 Cardiology
EMSP 2171 Pediatric Care (Local Needs)

Summer Session II *(Special Term)*

EMSP 2135 Advanced Cardiac Life Support
EMSP 1149 Pre-Hospital Trauma Life Support

Summer Session I & II *(Special Term)*

EMSP 1169 Paramedic Practicum III

Second Year

Semester III

EMSP 2434 Medical Emergencies
EMSP 2330 Special Populations
PSYC 2314 Human Growth & Development
EMSP 2166 Paramedic Practicum IV
BIOL 2401 Anatomy and Physiology I

Semester IV

EMSP 2243 Assessment Based Management
EMSP 2167 Paramedic Practicum V
SPAN 2316 Spanish for Health Professionals
EMSP 1191 Special Topics
BIOL 2402 Anatomy and Physiology II

Summer Session II

EMSP 2268 Paramedic Practicum (Capstone Course)

Total Semester Hours—68

Bold type title courses represent general education core courses and may be taken prior to acceptance into program.

EMSP 1205 Emergency Care Attendant
Certificate not offered. Will not count toward EMT Certificate nor AAS in Paramedicine.

(EMSP Basic Certificate of Completion 8040A) TASP Waived

EMSP 1501 EMT—Basic
EMSP 1166 Practicum—EMT
BIOL 2404 Intro to Human A&P OR **BIOL 2401** Anatomy and Physiology I**

Total Semester Hours—10

***Students planning to enter the Associate in Applied Science degree option for EMSP should take BIOL 2401.*

After successfully completing these courses, students are eligible to apply to take the Texas Department of Health's examination for certification as an Emergency Medical Technician.

Note: Special admission and retention rules apply to all portions of the Emergency Medical Services Professions Program. See department chair for details. Admission to the Program is selective and prior acceptance to the Program is required before enrollment.

Emergency Medical Service Professions Curriculum

(EMSP Intermediate Certificate of Completion 8040B) TASP Waived

First Year

Semester I

EMSP 1501 EMT—BASIC
EMSP 1166 Practicum—EMT
BIOL 2404 Introduction to Human Anatomy and Physiology OR
BIOL 2401 Anatomy and Physiology I**

Semester II

EMSP 1338 Introduction to Advanced Practice
EMSP 1356 Patient Assessment and Airway Management
EMSP 2348 Emergency Pharmacology

Second Year

Semester III

EMSP 1355 Trauma Management
PSYC 2314 Human Growth and Development
EMSP 1167 Paramedic Practicum I

Total Semester Hours—26

***Students planning to enter the Associate in Applied Science degree option for EMSP should take BIOL 2401.*

(Certificate Paramedic Option)

Prerequisites:

EMSP 1166 Practicum—EMT (Capstone Course)
EMSP 1501 EMT—Basic

First Year

Semester I

EMSP 1338 Introduction to Advanced Practice
EMSP 1356 Patient Assessment and Airway Management
EMSP 2348 Emergency Pharmacology
EMSP 1355 Trauma Management

Semester II

EMSP 1167 Paramedic Practicum I
EMSP 2338 EMS Operations
EMSP 1168 Paramedic Practicum II

Summer Session

EMSP 2444 Cardiology
EMSP 2135 Advanced Cardiac Life Support
EMSP 1145 Basic Trauma Life Support for Paramedics
EMSP 1169 Paramedic Practicum III
EMSP 2171 Pediatric Care (Local Needs)

Second Year

Semester III

EMSP 2434 Medical Emergencies
EMSP 2330 Special Populations
EMSP 2166 Paramedic Practicum IV

Semester IV

EMSP 2243 Assessment Based Management
EMSP 2167 Paramedic Practicum V
EMSP 1191 Special Topics

Summer Session

EMSP 2268 Paramedic Practicum VI (Capstone Course)

Total Semester Hours—45

After successfully completing these courses, students are eligible to apply to take the Texas Department of Health's examination for certification as an Emergency Medical Technician.

Note: Special admission and retention rules apply to all portions of the Emergency Medical Services Professions Program. See department chair for details. Admission to the Program is selective and prior acceptance to the Program is required before enrollment.

Engineering Design Technology Curriculum 8622

(Associate in Applied Science Degree 8622)

First Year

Semester I

DFTG 1409 Basic Computer-Aided Drafting
DFTG 1470 Introduction to MicroStation
DFTG 2412 Technical Illustration
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics OR
MATH 1314 College Algebra

Semester II

DFTG 1405 Technical Drafting
DFTG 1417 Architectural Drafting—Residential
DFTG 2402 Machine Drafting
SCIT 1418 Applied Physics I
TMTH 1302 Applied Trigonometry OR
MATH 2412 Precalculus

Second Year

Semester III

DFTG 2428 Architectural Drafting—Commercial
DFTG 2310 Structural Drafting
DFTG 1471 Process Piping Design I
DFTG 2306 Machine Design
ENGL 2311 Technical Report Writing

Semester IV

DFTG 1472 Process Piping Design II **OR**
DFTG 1321 Architectural Illustration
DFTG 2340 Solid Modeling/Design
DFTG 2332 Advanced Computer-Aided Drafting (Capstone)
SPCH 1321 Business and Professional Speaking
Humanities/Fine Arts Elective
Social/Behavioral Science Elective

Total Semester Hours—72

Bold courses represent general education courses.

Engineering Design Technology Curriculum 8622

(Associate in Applied Science—Process Piping Design Degree 8622D)

First Year

Semester I

DFTG 1409 Basic Computer-Aided Drafting
DFTG 1471 Process Piping Design I
DFTG 2412 Technical Illustration
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics OR
MATH 1314 College Algebra

Semester II

DFTG 1405 Technical Drafting
DFTG 1472 Process Piping Design II
DFTG 2402 Machine Drafting
SCIT 1418 Applied Physics I
TMTH 1302 Applied Trigonometry OR
MATH 2412 Precalculus

Second Year

Semester III

DFTG 1373 Process Piping Design III
DFTG 2310 Structural Drafting
DFTG 2417 Descriptive Geometry
DFTG 2423 Pipe Drafting
ENGL 2311 Technical Report Writing

Semester IV

DFTG 2340 Solid Modeling/Design
DFTG 2345 Advanced Pipe Drafting
DFTG 2332 Advanced Computer-Aided Drafting (Capstone)
SPCH 1321 Business and Professional Speaking
Humanities/Fine Arts Elective
Social/Behavioral Science Elective

Total Semester Hours—72

Bold courses represent general education courses.

(Certificate of Proficiency in Computer-Aided Drafting 8622A) TASP Waived

Semester I

DFTG 2412 Technical Illustration
DFTG 1409 Basic Computer-Aided Drafting
DFTG 1470 Introduction to MicroStation
TMTH 1301 Applied Mathematics OR
MATH 1314 College Algebra

Semester II

DFTG 1405 Technical Drafting
DFTG 2332 Advanced Computer-Aided Drafting (Capstone)
Computer-Aided Drafting Elective
Computer-Aided Drafting Elective
TMTH 1302 Applied Trigonometry OR
MATH 2412 Precalculus

Total Semester Hours—31-33

Fire Protection Technology Curriculum 6821

(Certificate of Proficiency—Fire Protection Technology 6821A)
TASP Waived

Semester I

FIRT 1301 Fundamentals of Fire Protection
FIRT 1347 Industrial Fire Protection
FIRT 1309 Fire Administration I
FIRT 1329 Building Codes and Construction
FIRT 1303 Fire and Arson Investigation I
ITSC 1309 Integrated Software Applications I

Semester II

FIRT 1338 Fire Protection Systems
FIRT 1307 Fire Prevention Codes and Inspections
FIRT 1315 Hazardous Materials I
FIRT 1349 Fire Administration II
FIRT 1331 Fire Fighting Strategies and Tactics I
FIRT 2389 Internship—Fire Protection Safety Technology/Technician (Capstone)

Total Semester Hours—36

(Certificate of Proficiency—Fire Certification Training 6821B) TASP Waived

Semester I

FIRT 1301 Fundamentals of Fire Protection
FIRT 1338 Fire Protection Systems
FIRT 1307 Fire Prevention Codes and Inspections
FIRT 1329 Building Codes and Construction
FIRT 1315 Hazardous Materials I
FIRT 1303 Fire and Arson Investigation I
FIRT 2388 Internship—Fire Protection Safety Technology/Technician (Capstone)

Total Semester Hours—21

The above courses apply toward state certification in the following areas: Arson Investigator, Inspector, or Master Fire Fighter.

Geographic Information Systems Technology Curriculum 4507

(Associate in Applied Science Degree)

First Year

Semester I

CRTG 1411 Introduction to Geographic Information Systems and Global Positioning Systems
GEOG 1301 Physical Geography
TMTH 1301 Applied Mathematics OR Higher-Level Mathematics
BCIS 1301 Microcomputer Applications
SRVY 2331 Geodetic Surveying and Mapping

Semester II

CRTG 1401 Cartography and Geography in GIS and GPS
CRTG 1421 Introduction to Raster-Based GIS
TMTH 1302 Applied Trigonometry OR Higher-Level Mathematics
ENGL 1301 Composition and Rhetoric
Fine Arts/Humanities Elective

Second Year

Semester III

CRTG 2411 Workplace GIS
CRTG 2401 Data Acquisition and Analysis in GIS
SPCH 1321 Business and Professional Speaking
GEOL 1403 Physical Geology
ITSW 1307 Introduction to Database

Semester IV

CRTG 1381 Cooperative Education-Cartography
CRTG 1491 Special Topics in Cartography
BCIS 1416 Computer Programming: Visual BASIC
ENGL 2311 Technical Report Writing OR
ENGL 1302 Composition and Rhetoric

Total Semester Hours—65

(Advanced Certificate of Proficiency 4507A)

Semester I

CRTG 1411 Introduction to Geographic Information Systems and Global Positioning Systems
SRVY 2331 Geodetic Surveying and Mapping
BCIS 1301 Microcomputer Applications
TMTH 1301 Applied Mathematics OR Higher-Level Mathematics

Semester II

CRTG 1401 Cartography and Geography in GIS and GPS
CRTG 1421 Introduction to Raster-Based GIS
BCIS 1416 Computer Programming: Visual BASIC
TMTH 1302 Applied Trigonometry OR Higher-Level Mathematics

Semester III

CRTG 2411 Workplace GIS
CRTG 2401 Data Acquisition and Analysis in GIS
CRTG 1381 Cooperative Education—Cartography
ITSW 1307 Introduction to Database

Total Semester Hours—42

Graphic Arts/Photography Curriculum 6238

*(Associate in Applied Science Graphic Arts Option 6238B)**

First Year

Semester I

PHTC 1311 Fundamentals of Photography
GRPH 1305 Introduction to Graphic Arts & Printing
ARTC 1313 Digital Publishing I
ARTS 1316 Drawing I
ENGL 1301 Composition and Rhetoric

Semester II

PHTC 2301 Intermediate Photography
ARTC 2348 Digital Publishing III
GRPH 1359 Object Oriented Computer Graphics
GRPH 2336 Prepress Techniques
ARTS 1317 Drawing II
College-Level Mathematics

Second Year

Semester III

PHTC 1341 Color Photography I
ARTC 1302 Digital Imaging I
ARTC 2313 Digital Publishing II
IMED 1301 Introduction to Multimedia
Social/Behavioral Science Elective

Semester IV

IMED 2311 Portfolio Development (Capstone)
ARTC 2305 Digital Imaging II
IMED 1316 Web Page Design I
BUSG 2309 Small Business Management
SPCH 1321 Business and Professional Speaking

Bold courses represent general education courses.

Total Semester Hours—63

*(Graphic Arts Certificate 6238C) TASP Waived**

First Year

Semester I

PHTC 1311 Fundamentals of Photography
GRPH 1305 Introduction to Graphic Arts & Printing
ARTC 1313 Digital Publishing I

Semester II

PHTC 2301 Intermediate Photography
ARTC 2348 Digital Publishing III
GRPH 1359 Object Oriented Computer Graphics

Second Year

Semester III

ARTC 1302 Digital Imaging I
ARTC 2313 Digital Publishing II
BUSG 2309 Small Business Management

Semester IV

GRPH 2336 Prepress Techniques
IMED 2311 Portfolio Development (Capstone)
IMED 1316 Web Page Design I **OR**
ARTC 2305 Digital Imaging II

Total Semester Hours—36

*(Photography Certificate 6238A) TASP Waived**

First Year

Semester I

PHTC 1311 Fundamentals of Photography
GRPH 1305 Introduction to Graphic Arts & Printing
PHTC 1349 Photo Digital Imaging I

Semester II

PHTC 2301 Intermediate Photography
GRPH 2336 Prepress Techniques
Approved PHTC Elective*

Second Year

Semester III

PHTC 1345 Illustrative Photography I
PHTC 1341 Color Photography I
Approved PHTC Elective**

Semester IV

IMED 2311 Portfolio Development (Capstone)
BUSG 2309 Small Business Management
PHTC 2345 Illustrative Photography II

Total Semester Hours—36

**Pending approval of the Texas Higher Education Coordinating Board.*
***Approved Electives: PHTC 1306, 1351, 1353, and 1391*

Health Information Technology Curriculum 5827

(Associate in Applied Science Degree
Health Information Technology 5827)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
BIOL 2401 Anatomy and Physiology I
HITT 1305 Medical Terminology
HITT 1401 Health Data Content and Structure
BCIS 1405 Business Computer Applications

Semester II

BIOL 2402 Anatomy and Physiology II
HITT 2331 Medical Terminology, Advanced
HITT 1445 Health Care Delivery Systems
HITT 1355 Health Care Statistics
Free Elective

Second Year

Semester III

HITT 1167 Practicum–Health Info. Technology
HPRS 2301 Pathophysiology
HITT 1353 Legal and Ethical Aspects of Health Information
HITT 1341 Coding and Classification Systems
MRMT 1311 Computers in Health Care
SPCH 1321 Business and Professional Speaking

Semester IV

HITT 1266 Practicum–Health Info. Technology (Capstone Course)
HITT 2339 Health Information Organization and Sup.
HITT 2335 Coding and Reim. Methods
HITT 2343 Quality Assurance and Perf. Impr.
Social/Behavioral Science Elective
Humanities/Fine/Visual Arts Elective

Total Semester Hours—67

All courses with bold type titles may be taken prior to acceptance into program.

Special admission and retention rules apply. Contact the department chair for details.

(Medical Transcription Certificate 5827D) TASP Waived

First Year

Semester I

ITSW 1301 Introduction to Word Processing
HITT 1305 Medical Terminology
POFM 1309 Medical Office Procedures
MRMT 1307 Medical Transcription Fundamentals
BIOL 2404 Intro to Human A&P

Semester II

MRMT 1267 Practicum—Medical Transcription (Capstone Course)
HITT 2331 Medical Terminology, Advanced
POFT 1301 Business English
BCIS 1405 Business Computer Applications
MRMT 2333 Medical Transcription Advanced

Total Semester Hours—30

All courses with bold type titles may be taken prior to acceptance into program.

Special admission and retention rules apply. Contact the department chair for details.

Human Services: Addiction Counselor Training Program Curriculum 8029

First Year

Semester I

CMSW 1201 Introduction to Social Services
CMSW 1327 Trtmnt Modalities w/Spec Populations
DAAC 1319 Intro to Alcohol & Other Drug Addiction
SOCI 1306 Social Problems
Math/Science Elective*

Semester II

CMSW 1341 Behvr Modification & Cognitive Disorder
DAAC 1304 Pharmacology of Addiction
DAAC 1307 Addicted Family Interventions
DAAC 1311 Counseling Theories
BCIS 1301 Microcomputer Applications

Summer I or II

ENGL 1301 Composition and Rhetoric
PSYC 2301 Introduction to Psychology

Second Year

Semester III

CMSW 1345 Abnormal Behavior
DAAC 1309 Assessment Skills
DAAC 1314 Dynamics of Group Counseling
DAAC 1317 Basic Counseling Skills
ENGL 1302 Composition and Rhetoric II

Semester IV

DAAC 1341 Cnsling Alcohol & Other Drug Abuse
DAAC 1243 Current Issues
DAAC 2367 Practicum (Capstone Course)
SPCH 1321 Business and Professional Speaking
Humanities/Fine Arts Elective*

Total Semester Hours—64/65

Students must consult with an academic advisor before enrolling in courses each semester. Courses must be taken in sequence and may have a prerequisite course. All entering students must see the department chair in order to attend orientation. Courses must be completed with a "C" or better for completion.

**Electives: Humanities/Fine Arts as listed under Associate in Arts degree. MATH 1314, 1342 or TMTH 1301 or Lab Science: BIOL 1409, 2304, 2404 or CHEM 1406.*

(Substance Abuse Counseling Certificate only 8029A) TASP Waived

First Year

Semester I

CMSW 1201 Introduction to Social Services
CMSW 1327 Trtmt Modalities w/spec Populations
DAAC 1319 Intro to Alcohol & Other Drug Addiction

Semester II

CMSW 1341 Behvr Modification & Cognitive Disorder
DAAC 1304 Pharmacology of Addiction
DAAC 1307 Addicted Family Interventions
DAAC 1311 Counseling Theories

Second Year

Semester III

CMSW 1345 Abnormal Behavior
DAAC 1309 Assessment Skills
DAAC 1314 Dynamics of Group Counseling
DAAC 1317 Basic Counseling Skills

Semester IV

DAAC 1243 Current Issues
DAAC 1341 Counseling Alcohol and Other Drug Addiction
DAAC 2367 Practicum (Capstone Course)

Total Semester Hours—40

Students must consult with an academic advisor before enrolling in courses each semester. Courses must be taken in sequence and may have a prerequisite course. All entering students must see the department chair in order to attend orientation. Courses must be completed with a "C" or better for completion.

Internetworking Technology Curriculum

(Associate in Applied Science Degree, Internetworking Technology 8824N)

First Year

Semester I

ITCC 1302 Local Area Networks Design and Protocols: Cisco I
ITCC 1306 Basic Router Configuration: Cisco 2
CPMT 1411 Introduction to Computer Maintenance
CETT 1409 DC/AC Circuits
EECT 1303 Introduction to Telecommunications

Semester II

ITCC 1342 Local Area Management (LAN): Cisco 3
ITCC 1346 Wide Area Management (WAN): Cisco 4
ITSC 1317 PC Operating Systems—DOS
CPMT 1347 Computer System Peripherals
ITNW 1264 Practicum—Business System Networking and Telecommunications

Second Year

Semester III

Approved Advanced Networking Elective*
Approved Advanced Networking Elective*
ITNW 1312 Fundamentals of Information Security
ENGL 1301 Composition and Rhetoric
TMTH 1301 Technical Math OR Higher-Level Mathematics

Semester IV

Approved Advanced Networking Elective*
Approved Advanced Networking Elective*
Humanities/Fine Arts Elective
Social/Behavioral Science Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—61

**Approved Electives: Any Microsoft networking course (ITMC), Any Novell networking course (ITNW), Any CCNP-level Cisco Course, ITSC 1307, 2337*

Bold courses represent general education requirements.

(Certificate of Proficiency, Internetworking Technology 8824I) TASP Waived

Semester I

ITCC 1302 Local Area Networks Design and Protocols: Cisco I
ITCC 1306 Basic Router Configuration: Cisco 2
CPMT 1411 Introduction to Computer Maintenance
CETT 1409 DC/AC Circuits
EECT 1303 Introduction to Telecommunications

Semester II

ITCC 1342 Local Area Management (LAN): Cisco 3
ITCC 1346 Wide Area Management (WAN): Cisco 4
ITSC 1317 PC Operating Systems–DOS
CPMT 1347 Computer System Peripherals
ITNW 1264 Practicum—Business System Networking and Telecommunications

Total Semester Hours—31

(Advanced Certificate in Cisco Internetworking 8824J) TASP Waived

Semester I

ITCC 2332 Advanced Router Configuration: Cisco 5
ITCC 2336 Building Remote Access Networks: Cisco 6
ITNW 1312 Fundamentals of Information Security

Semester II

ITCC 2340 Configuring LAN Switches: Cisco 7
ITCC 2344 Internetwork Troubleshooting: Cisco 8

Total Semester Hours—15

Interpreter Training *(See Sign Language Interpreting)*

Legal Assistant Curriculum 5828 *(Paralegal)*

(Associate in Applied Science Degree)

First Year

Semester I

ITSC 1309 Integrated Software Applications I
OR
BCIS 1405 Business Computer Applications
ENGL 1301 Composition and Rhetoric
GOVT 2305 American Government
LGLA 1119 Legal Ethics and Prof. Responsibility
LGLA 1311 Introduction to Law
ITSW 1301 Introduction to Word Processing

Semester II

ENGL 1302 Composition and Rhetoric
GOVT 2306 American Government
LGLA 1403 Legal Research
LGLA 2305 Interviewing and Investigating
ITSW 2331 Advanced Word Processing

Second Year

Semester III

ACNT 1303 Introduction to Accounting I
or
ACCT 2401 Principles of Accounting
LGLA 1305 Legal Writing
LGLA 1349 Constitutional Law
LGLA 1345 Civil Litigation
College Level Mathematics (3 credit hours)
SPCH 1321 Business and Professional Speaking

Semester IV

LGLA 2311 Business Organizations (Capstone)
LGLA 2307 Law Office Management
LGLA 2380 Cooperative-Paralegal/Legal Assistant
or
Approved LGLA Elective* (3 credit hours)
PSYC 2302 Applied Psychology
Humanities/Fine Arts Elective

Total Semester Hours—65/67

**Approved Electives: LGLA 1343, 1353, 1355, 2309, 2313, and 2431.*

Medical Assisting Technology Curriculum *TASP Required*

The Medical Assisting Technology program is offered in cooperation with Kilgore College. The following required courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

BCIS 1301 Microcomputer Applications
ENGL 1301 Composition and Rhetoric
ENGL 2311 Technical Writing OR ENGL 1302
SPCH 1311 Introduction to Speech Communication
TMTH 1301 Applied Mathematics
ACNT 1303 Introduction to Accounting I
General Education Elective (3 hours)

BIOL 2404 Introto Human A&P
BIOL 2401 Human Anatomy and Physiology*
OR **BIOL 2402**
PSYC 2301 Introductory Psychology OR
PSYC 2314 Human Growth and Development
HITT 1305 Medical Terminology
HITT 2331 Medical Terminology, Advanced
ITSW 1301 Introduction to Word Processing
POFM 1331 Medical Transcription

** BIOL 2404 Introduction to Human A&P is recommended as a prerequisite for students who do not have a strong background in biology.*

The major courses must be completed at Kilgore College.

Medical Laboratory Technology Curriculum 8028

(Associate in Applied Science Degree)

First Year

Semester I

MLAB 1201 Introduction to Clinical Lab Science
PLAB 1223 Phlebotomy
MLAB 1415 Hematology
BIOL 2401 Anatomy and Physiology
BIOL 2420 Microbiology

Semester II

MLAB 2534 Clinical Microbiology
MLAB 1331 Parasitology/Mycology
MLAB 1335 Immunology/Serology
ENGL 1301 Composition and Rhetoric
BIOL 2402 Anatomy and Physiology

Summer Session I

CHEM 1406 Fundamentals of Chemistry OR
CHEM 1411 General Chemistry

Summer Session II

MLAB 1311 Urinalysis and Body Fluids
Speech Elective

Second Year

Semester III

MLAB 2501 Clinical Chemistry
MLAB 2431 Immunohematology
MLAB 1227 Coagulation
Computer Science Elective*
Humanities/Visual/Performing Arts Elective

Semester IV

MLAB 2466 Practicum I
MLAB 2238 Advanced Topics in Medical Laboratory Technician/Assistant

Summer Session I

MLAB 2267 Practicum II (Capstone Course)
Social Science Elective**

Total Semester Hours—72

**Must have a lab component.*
***Must be in psychology or sociology.*
All courses with bold type titles may be taken prior to acceptance into program.

Special admission and retention rules apply. Contact department chair for details.

Medical Office Management Curriculum 5827

(Certificate of Proficiency 5827B) TASP Waived

Semester I

POFM 1313 Medical Terminology I
POFM 1309 Medical Office Procedures
POFM 1327 Medical Insurance
ACNT 1303 Introduction to Accounting I
POFT 1321 Business Math
ITSW 1301 Introduction to Word Processing

Semester II

POFM 2323 Medical Terminology II
POFM 1353 Medical Coding
POFM 1331 Medical Transcription I
POFT 1301 Business English
ITSC 1309 Integrated Software Applications I
POFM 1380 Cooperative–Medical Administrative Assistant/Secretary (Capstone)
OR
POFT 1313 Professional Development for Office Personnel (Capstone)

Total Semester Hours—36

Medical Transcription *(See Health Information Technology)*

Nursing, Associate Degree (ADN) Curriculum 8021

(Associate in Applied Science Degree)

First Year

Prerequisites:
BIOL 2401 Anatomy and Physiology
PSYC 2314 Human Growth and Development

Semester I

RNSG 1301 Pharmacology
RNSG 1215 Health Assessment
RNSG 1513 Foundations for Nursing Practice
RNSG 1260 Clinical Nursing I
BIOL 2402 Anatomy and Physiology II*

Semester II

RNSG 1441 Common Concepts of Adult Health *(8 weeks)*
RNSG 1162 Clinical Nursing II *(8 weeks)*
RNSG 1443 Complex Concepts of Adult Health *(8 weeks)*
RNSG 1163 Clinical Nursing III *(8 weeks)*
RNSG 1146 Legal and Ethical Issues for Nurses
ENGL 1301 Composition and Rhetoric*

Summer Session I or II

ENGL 1302 Composition and Rhetoric
Humanities Elective***
PSYC 2301 Introduction to Psychology

Second Year

Semester III

RNSG 2308 Maternal/Newborn Nursing and Women's Health *(8 weeks)*
RNSG 2160 Clinical Nursing IV *(8 weeks)*
RNSG 2201 Care of Children and Families *(8 weeks)*
RNSG 2260 Clinical Nursing V *(8 weeks)*
RNSG 1292 Special Topics M/CH
BIOL 2420 Microbiology*

Semester IV

RNSG 2213 Mental Health Nursing *(6 weeks)*
RNSG 2161 Clinical Nursing VI *(6 weeks)*
RNSG 2231 Advanced Concepts of Adult Health *(6 weeks)*
RNSG 2162 Clinical Nursing VII *(6 weeks)*
RNSG 2121 Management of Client Care *(4 weeks)*
RNSG 2163 Clinical Nursing VIII *(4 weeks)* (Capstone Course)
SOCI 1301 Introduction to Sociology*

Total Semester Hours—71

Non-nursing courses may be taken prior to placement in the ADN program. All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated.

All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.

**Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.*

All other first year courses must be completed with a "C" or better before progressing to the second year.

Exceptions must be approved in writing by the department chair.

****SPAN 2316 recommended for Humanities elective.*

Special admission and retention rules apply. Contact the department chair for details.

LVN-ADN Transition Curriculum 8021B *TASP Required*

First Year

Prerequisites to Enrollment:

BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
ENGL 1301 Composition and Rhetoric
ENGL 1302 Composition and Rhetoric
PSYC 2301 Introduction to Psychology
PSYC 2314 Human Growth and Development
Humanities Elective*

Summer Session

RNSG 1327 Transition from Vocational to Professional Nursing
RNSG 1160 Clinical Nursing

Second Year

Semester I

RNSG 2308 Maternal/Newborn Nursing and Women's Health *(8 weeks)*
RNSG 2160 Clinical Nursing IV *(8 weeks)*
RNSG 2201 Care of Child & Family *(8 weeks)*
RNSG 2260 Clinical Nursing V *(8 weeks)*
RNSG 1292 Special Topics M/CH
BIOL 2420 Microbiology**

Semester II

RNSG 2213 Mental Health Nursing *(6 weeks)*
RNSG 2161 Clinical Nursing VI *(6 weeks)*
RNSG 2231 Advanced Concepts of Adult Health *(6 weeks)*
RNSG 2162 Clinical Nursing VII *(6 weeks)*
RNSG 2121 Management of Client Care *(4 weeks)*
RNSG 2163 Clinical Nursing VIII *(4 weeks)* (Capstone Course)
SOCI 1301 Introduction to Sociology**

Total Semester Hours—53

All first year courses must be completed with a "C" or better before progressing to the second year.
Exceptions must be approved in writing by the department chair.
All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated.
**SPAN 2316 recommended for Humanities elective.*
*** Must be taken concurrently with nursing courses if no previous credit with grade of "C" or better.*

Nursing, Vocational (VNE) Curriculum 7821 *TASP Waived*

Semester I

VNSG 1501 Health Science
VNSG 1122 Vocational Nursing Concepts
VNSG 1423 Basic Nursing Skills
VNSG 1360 Clinical I
VNSG 1227 Essentials of Med Administration
VNSG 1400 Nursing in Health and Illness

Semester II

VNSG 1230 Maternity and Neonatal
VNSG 1234 Pediatric Nursing
VNSG 1133 Growth and Development
VNSG 1261 Clinical II
VNSG 1361 Clinical III
VNSG 1509 Nursing in Health and Illness II
VNSG 1510 Nursing in Health and Illness III

Summer Session

VNSG 1219 Professional Development
VNSG 1238 Mental Illness
VNSG 1262 Clinical IV
VNSG 1263 Clinical V (Capstone Course)

Total Semester Hours—47

Special admission and retention rules apply. Contact the department chair for details.

Office Technology Curriculum 5824

(Associate in Applied Science Degree
Administrative Assistant Option 5824)

First Year

Semester I

ACNT 1303 Introduction to Accounting I
POFT 1309 Administrative Office Procedures I
POFT 1321 Business Math
POFT 1301 Business English
ITSW 1301 Introduction to Word Processing

Semester II

ACNT 1304 Introduction to Accounting II
ITSW 1304 Introduction to Spreadsheets
SPCH 1321 Business & Professional Speaking
POFT 2312 Business Correspondence and Communication
ITSW 2331 Advanced Word Processing
PSYC 2302 Applied Psychology

Second Year

Semester III

BMGT 1325 Office Management
ENGL 1301 Composition and Rhetoric
ITSW 1307 Introduction to Database
College-Level Mathematics
Approved Elective*

Semester IV

ENGL 1302 Composition and Rhetoric OR
ENGL 2311 Technical Report Writing
POFT 2321 Machine Transcription
POFT 2380 Cooperative Education—Adm. Asst/Secretary (Capstone) OR
POFT 1313 Professional Development for Office Personnel (Capstone)
HRPO 2307 Organizational Behavior
Humanities/Fine Arts Elective

**Approved electives: ITSC 1309, 1313; POFI 2331; and ITSW 2334.*

Total Semester Hours—63

(Associate in Applied Science Degree Medical Option 5824B)

First Year

Semester I

POFM 1309 Medical Office Procedures
POFM 1313 Medical Terminology I
POFM 1327 Medical Insurance
ITSW 1301 Introduction to Word Processing
BIOL 2404 Introduction to Human Anatomy and Physiology

Semester II

POFM 1353 Medical Coding
POFM 2323 Medical Terminology II
ITSW 1304 Introduction to Spreadsheets
POFT1321 Business Math
POFT 1301 Business English
PSYC 2302 Applied Psychology

Second Year

Semester III

POFM 1372 Intermediate Medical Coding
ACNT 1303 Introduction to Accounting I
BMGT 1325 Office Management
ITSW 2334 Advanced Spreadsheets
ENGL 1301 Composition and Rhetoric
Humanities/Fine Arts Elective

Semester IV

POFM 1371 Intermediate Medical Insurance
POFM 1331 Medical Transcription I
POFM 1380 Cooperative Educ–Medical Admin. Assistant/Secretary (Capstone)
POFT 2312 Business Correspondence and Communication
SPCH 1321 Business and Professional Speaking

Total Semester Hours—67

Office Technology Curriculum 5824

(Designated Office Technology Certificate 5824C) TASP Waived

Semester I

ACNT 1303 Introduction to Accounting I
POFT 1309 Administrative Office Procedures I
POFT 1321 Business Math
POFT 1301 Business English
ITSW 1301 Introduction to Word Processing
ITSW 1307 Introduction to Database

Semester II

ACNT 1304 Introduction to Accounting II
ITSW 1304 Introduction to Spreadsheets
POFT 2312 Business Correspondence and Communication
ITSW 2331 Advanced Word Processing
POFT 2321 Machine Transcription
POFT 1313 Professional Development for Office Personnel (Capstone)

Total Semester Hours—36

PC Service and Support Curriculum 8824

(Also see Electronics Technology)

(Associate in Applied Science Degree, PC Service & Support 8824L)

Semester I

CETT 1409 DC/AC Circuits
CETT 1415 Digital Applications
CPMT 1411 Introduction to Computer Maintenance
ITSC 1309 Integrated Software Applications I
ITSC 1317 PC Operating System–DOS

Semester II

CETT 2333 Digital Computer Circuits
CPMT 1349 Computer Networking Technology
CPMT 1347 Computer Systems Peripherals
CPMT 2288 Internship—Computer Maintenance Technology/Technician
ITSC 1321 PC Operating System–Windows
EECT 1200 Technical Customer Service

Second Year

Semester III

Approved Networking Elective*
Approved Networking Elective*
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics
OR **College Algebra**
Social/Behavioral Science Elective
SPCH 1321 Business and Professional Speaking

Semester IV

Approved Networking Elective*
Approved Networking Elective*
CPMT 2289 Internship—Computer Maintenance Technology/Technician
ENGL 2311 Technical Report Writing
Humanities/Fine Arts Elective

Approved Networking Electives: Any ITCC, ITMC or ITNW courses.

Total Semester Hours—66

Bold courses represent general education requirements.

(Certificate of Proficiency, PC Service & Support 8824M) *(TASP Waived)*

Semester I

CETT 1409 DC/AC Circuits
CETT 1415 Digital Applications
CPMT 1411 Introduction to Computer Maintenance
ITSC 1309 Integrated Software Applications I
ITSC 1317 PC Operating Systems—DOS

Semester II

CETT 2333 Digital Computer Circuits
CPMT 1349 Computer Networking Technology
CPMT 1347 Computer Systems Peripherals
CPMT 2288 Internship—Computer Maintenance Technology/Technician
ITSC 1321 PC Operating Systems—Windows
EECT 1200 Technical Customer Service

Total Semester Hours—34

Physical Therapist Assistant Curriculum *TASP Required*

The Physical Therapist Assistant program is offered in cooperation with Kilgore College.

The following required courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

ENGL 1301 Composition and Rhetoric
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
PSYC 2314 Human Growth and Development
SPCH 1311 Introduction to Speech Commun.
TMTH 1301 or Higher Level Mathematics
Humanities/Fine Arts Elective

The major courses must be completed at Kilgore College.

Radiologic Technology Curriculum 8033

(Associate in Applied Science Degree)

First Year

Semester I *(16 weeks)*

RADR 2309 Radiographic Imaging Equipment
RADR 1303 Patient Care
RADR 1311 Basic Radiographic Procedures
RADR 1200 Basics of Medical Radiography
RADR 1266 Practicum I

Semester II *(16 weeks)*

RADR 2313 Radiation Biology and Protection
RADR 1213 Principles of Radiographic Imaging I
RADR 2301 Intermediate Radiographic Procedures
RADR 1267 Practicum II
BIOL 2401 Anatomy and Physiology I
Speech Elective****

Summer Session *(12 weeks)*

RADR 2266 Practicum III
RADR 2336 Special Patient Applications
RADR 2233 Advanced Medical Imaging

Second Year

Semester III *(16 weeks)*

RADR 2366 Practicum IV
RADR 2305 Principles of Radiographic Imaging II
ENGL 1301 Composition and Rhetoric
RADR 2217 Radiographic Pathology
BIOL 2402 Anatomy and Physiology II

Semester IV *(16 weeks)*

Social/Behavioral Science Elective***
RADR 2367 Practicum V
RADR 2431 Advanced Radiographic Procedures
Computer Science Elective**
Humanities/Fine Arts Elective*

Summer Session *(12 weeks)*

RADR 2267 Practicum VI
RADR 2235 Radiologic Technology Seminar (Capstone Course)

Total Semester Hours—72

All courses with bold type titles may be taken prior to acceptance into program.

** Humanities/Fine Arts Elective: Any three hour course in humanities or Fine Arts.*

*** Any laboratory based computer class.*

**** Social/Behavioral Science elective: any 3 hour course in economics, geography, government, psychology, history, sociology, or social work.*

***** Speech elective: Any 3 hour course in speech.*

Special admission and retention rules apply. Contact the department chair for details.

Recreation Leadership: Tennis Teaching Curriculum 9621

(Associate in Applied Science Degree)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
SPCH 1311 Speech
RECL 1300 Scientific Approach to Tennis Teaching
RECL 1301 Philosophy of Coaching
RECL 1376 Tennis Teaching Clinic I**

Semester II

BCIS 1301 Microcomputer Applications
ENGL 1302 Composition and Rhetoric
RECL 1302 Individual Tennis Instruction
RECL 1303 Program Planning
RECL 1304 Fitness and Psycho-Motor Learning in Tennis
RECL 1377 Tennis Teaching Clinic II**

Summer Session

RECL 1105 Summer Tennis Experience
or
RECL 1271 Supervised Summer Work Experience

Second Year

Semester III

BUSI 1301 Introduction to Business
ACNT 1303 Introduction to Accounting I*
RECL 2305 Tennis Camp and Club Management
RECL 2307 Contemporary Concepts in Tennis Instruction
RECL 2375 Tennis Teaching Clinic III
Social/Behavioral Science Elective

Semester IV

Humanities/Fine Arts Elective
ACNT 1304 Introduction to Accounting II*
RECL 2372 Sports Psychology
RECL 2308 USPTA Principles (Capstone)
RECL 2376 Tennis Teaching Clinic IV
TMTH 1301 Applied Mathematics

**ACCT 2401 may be substituted for ACNT 1303 and 1304. See program advisor.*
***Must be taken concurrently with RECL 1371 or 1373.*
A math of higher level may be substituted in place of TMTH 1301.

Total Semester Hours—69/71

(Certificate of Proficiency 9621A) TASP Waived

First Year

Semester I

RECL 1300 Scientific Approach to Tennis Teaching
RECL 1301 Philosophy of Coaching
RECL 1376 Tennis Teaching Clinic I**

Semester II

RECL 1302 Individual Tennis Instruction
RECL 1303 Program Planning
RECL 1304 Fitness and Psycho-Motor Learning in Tennis
RECL 1377 Tennis Teaching Clinic II**

Summer Session

RECL 1105 Summer Tennis Experience
or
RECL 1271 Summer Tennis Experience (Lab)

Second Year

Semester III

RECL 2305 Tennis Camp & Club Management
RECL 2307 Contemporary Concepts in Tennis Instruction
RECL 2375 Tennis Teaching Clinic III

Semester IV

RECL 2372 Sport Psychology
RECL 2308 USPTA Principles
RECL 2376 Tennis Teaching Clinic IV

***Must be taken concurrently with RECL 1371 or 1373.*

Total Semester Hours—40/41

Respiratory Care Program Curriculum 8025C

(Associate in Applied Science Degree)

Pre-Respiratory Care General Education Courses*
ENGL 1301 Composition and Rhetoric
BCIS 1301 Microcomputer Applications
BIOL 2401 Anatomy and Physiology I
CHEM 1406 Fundamentals of Chemistry
Humanities/Fine/Visual Arts Elective**
(3 credit hours)
BIOL 2402 Anatomy and Physiology II
BIOL 2420 Microbiology

Semester I *(Fall)*

Social/Behavioral Science Elective
RSPT 1227 Applied Physics for Respiratory Care
RSPT 1307 Cardiopulmonary/ Anatomy and Physiology
RSPT 1329 Respiratory Care Fundamentals I
RSPT 1101 Introduction to Respiratory Care
RSPT 1266 Practicum I

Semester II *(Spring)*

RSPT 1317 Respiratory Care Pharmacology
RSPT 1331 Respiratory Care Fundamentals II
RSPT 2414 Mechanical Ventilation
RSPT 2310 Cardiopulmonary Disease
RSPT 1267 Practicum II

Semester III *(Summer) (10 weeks)*

RSPT 2266 Practicum III
RSPT 2176 Neonatal Resuscitation Program
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care

Semester IV *(Fall)*

RSPT 2425 Cardiopulmonary Diagnostics
RSPT 2239 Advanced Cardiac Life Support
RSPT 2131 Clinical Simulations in Respiratory Care
RSPT 2267 Practicum IV (Capstone Course)
SPCH 1321 Business & Professional Speaking

Total Semester Hours—72

**NOTE: BIOL 2401 and CHEM 1406 must be completed with a "C" or better before applicaton to the Respiratory Care Program. See department chair for possible exceptions.*

*** SPAN 2316 recommended for Humanities elective.*

All courses with bold type titles may be taken prior to acceptance into program.

Special admission and retention rules apply. Contact the department chair for details.

Sign Language Interpreting Curriculum 8047

(Associate in Applied Science Degree Interpreter Training Program)

First Year

Semester I

SGNL 1401 Beginning American Sign Language
SLNG 1347 Deaf Culture
SPCH 1321 or **1311**
SLNG 1321 Introduction to Interp Profession†
BCIS 1301 Microcomputer Applications

Semester II

SGNL 1402 Beginning American Sign Language I
SLNG 2301 Interpreting I
SLNG 2311 Specialized Interp/Translit.
Speech/Enlgish/Drama Elective
ENGL 1301 Comp and Rhetoric

Second Year

Semester III

SGNL 2301 Intermediate ASL I**
SLNG 1211 Fingerspelling
College Level Math or Lab Science* (3 hours)
SLNG 2302 Interpreting II
Social/Behavioral Science Elective (3 hours)
SLNG 2303 Transliterating

Semester IV

SGNL 2302 Intermediate ASL II**
SLNG 2331 Interpreting III
SLNG 2266 Practicum
SLNG 1350 Sign-to-Voice
Free Elective (3 credit hours)

Total Semester Hours—63

**Student may take a lab science if TASP-passed or passed MATH 0303.*
NOTE: Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the upper-level institution of their choice.

For an Interpreter Training degree or certificate, students must have a minimum grade of "C" in each SLNG/SGNL class.

(Certificate of Proficiency 8047A) TASP Waived

First Year

Semester I

SGNL 1401 Beginning American Sign Language I
SLNG 1347 Deaf Culture
SLNG 1321 Introduction to Interp. Profession†

Semester II

SGNL 1402 Beginning American Sign Language II
SLNG 2301 Intrerpreting I
SLNG 2311 Specialized Interp/Translit.

Second Year

Semester III

SGNL 2301 Intermediate ASL I
SLNG 1211 Fingerspelling
SLNG 2302 Interpreting II
SLNG 2303 Transliterating

Semester IV

SGNL 2302 Intermediate ASL II
SLNG 2331 Interpreting III
SLNG 2266 Practicum
SLNG 1350 Sign-to-voice

Total Semester Hours—42

†*Recommendation: Completion of SGNL 1401 (Beginning ASL I) is recommended before entering this class.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

Surgical Technology Curriculum 8031

(Associate in Applied Science Option 8031)

First Year

Summer Session I

BIOL 2401 Anatomy and Physiology I
ENGL 1301 Composition and Rhetoric

Semester I

BIOL 2402 Anatomy and Physiology II
PSYC 2314 Human Growth and Development
HITT 1305 Medical Terminology
SOCI 1301 Introduction to Sociology
Computer Elective with lab

Semester II

SPCH 1318 Interpersonal Communications
HITT 2331 Medical Terminology, Advanced
BIOL 2420 Microbiology
PSYC 2301 Introductory Psychology

Second Year

Semester III

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Aseptic Technique
SRGT 1441 Surgical Procedures I
SRGT 1266 Practicum I

Semester IV

SRGT 1442 Surgical Procedures II
SRGT 2466 Practicum II (Capstone Course)
Humanities Elective**

Total Semester Hours—62

***SPAN 2316 recommended for Humanities elective.*

(Certificate of Proficiency Option 8031A) TASP Required

Prerequisites:***

HITT 1305 Medical Terminology I
HITT 2331 Medical Terminology, Advanced
BIOL 2404 OR
VNSG 1505

Semester I

SRGT 1405 Introduction to Surgical Technology
SRGT 1409 Fundamentals of Aseptic Technique
SRGT 1441 Surgical Procedures I
SRGT 1266 Practicum I

Semester II

SRGT 1442 Surgical Procedures II
SRGT 2466 Practicum II (Capstone Course)
BIOL 2420 Microbiology

Total Semester Hours—40/37

NOTE: Recommend SPAN 2316 Spanish for Health Professions as an additional course.

****All prerequisites must be completed before SRGT classes.*

Special admission and retention rules apply. Contact the department chair for details.

Surveying and Mapping Technology Curriculum 8435B

(Associate in Applied Science Degree)

First Year

Semester I

SRVY 1301 Introduction to Surveying
SRVY 1309 Surveying Measurement Practice
SRVY 1315 Surveying Calculations I
BIOL 1424 Introduction to Plant Identification
ENGL 1301 Composition and Rhetoric

Semester II

SRVY 1341 Land Surveying
SRVY 1345 Land Surveying Applications
SRVY 2305 Geographic Information Systems Applications
ENGL 1302 Composition and Rhetoric
MATH 1314 College Algebra
HIST 1301 History of the US

Second Year

Semester III

SRVY 2309 Computer-Aided Mapping
SRVY 2331 Geodetic Surveying and Mapping
SRVY 2335 Geodetic Surveying and Mapping Application
SRVY 2343 Surveying—Legal Principles I
MATH 2412 Precalculus
GOVT 2305 American Government

Semester IV

SRVY 2339 Engineering Design Surveying
SRVY 2341 Engineering Design Surveying Lab
SRVY 2344 Surveying—Legal Principles II
SRVY 2286 Internship—Surveying
PHYS 1401 General Physics
ENGL 2322 or **2332 World/European Literature**

Total Semester Hours—71

Bold/underlined courses are general education courses.

(Designated Surveying Certificate 8435C) TASP Waived

Semester I

SRVY 1301 Introduction to Surveying
SRVY 1309 Surveying Measurement Practice
SRVY 1315 Surveying Calculations I
SRVY 2309 Computer-Aided Mapping
SRVY 2331 Geodetic Surveying and Mapping
SRVY 2335 Geodetic Surveying and Mapping Application
SRVY 2343 Surveying—Legal Principles I

Semester II

SRVY 1341 Land Surveying
SRVY 1345 Land Surveying Applications
SRVY 2339 Engineering Design Surveying
SRVY 2341 Engineering Design Surveying Lab
SRVY 2344 Surveying—Legal Principles II

Total Semester Hours—36

TJC Trivia

The formal opening of TJC was held in Tyler High School on September 17, 1926. Classes were held in the shared high school facilities until moving to the present campus in 1948.

Vision Care Technology Curriculum 8037

(Associate of Applied Science Option 8037C)

First Year

Semester I

OPTS 1311 The Visual System
OPTS 2341 Ophthalmic Techniques
OPTS 1501 Ophthalmic Dispensing
OPTS 1309 Ophthalmic Laboratory I
OPTS 1315 Basic Contact Lenses

Semester II

OPTS 2345 Advanced Ophthalmic Techniques
OPTS 2531 Advanced Ophthalmic Dispensing
OPTS 1349 Ophthalmic Laboratory II
OPTS 2335 Advanced Contact Lenses
OPTS 2166 Ophthalmic Practicum I
OPTS 1219 Vision Care Office Procedures

Summer Session *(8 weeks)*
OPTS 2266 Ophthalmic Practicum II (Capstone Course)

Second Year

Semester III

ACNT 1303 Introduction to Accounting I
ENGL 1301 Composition and Rhetoric
POFM 1313 Medical Terminology I
POFM 1309 Medical Office Procedures
OPTS 1305 Geometric Optics
Social/Behavioral Science Elective (3 hours)

Semester IV

POFM 1327 Medical Insurance
POFT 1313 Professional Development for Office Personnel
BCIS 1301 Microcomputer Applications
College Level Math Elective (3 hours)
Humanities Elective* (3 hours)

All courses with bold type titles may be taken prior to acceptance into program.

***SPAN 2316 recommended for Humanities elective.*

Total Semester Hours—69

(Certificate of Proficiency Option 8037B) TASP Waived*

Semester I

OPTS 1311 The Visual System
OPTS 2341 Ophthalmic Techniques
OPTS 1501 Ophthalmic Dispensing
OPTS 1309 Ophthalmic Laboratory I
OPTS 1315 Basic Contact Lenses

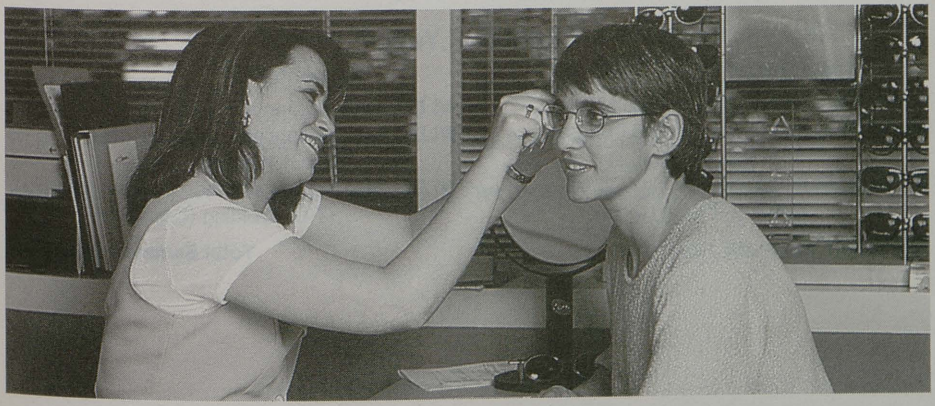
Semester II

OPTS 2345 Advanced Ophthalmic Techniques
OPTS 2531 Advanced Ophthalmic Dispensing
OPTS 1349 Ophthalmic Laboratory II
OPTS 2335 Advanced Contact Lenses
OPTS 2166 Ophthalmic Practicum I
OPTS 1219 Vision Care Office Procedures

Summer Session *(8 weeks)*
OPTS 2266 Ophthalmic Practicum II (Capstone Course)

Total Semester Hours—36

Special admission and retention rules apply. Contact the department chair for details.



Welding Technology Curriculum 6245

(Associate in Applied Science Option 6245)

First Year

Semester I

WLDG 1421 Introduction to Welding Fundamentals
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
ENGL 1301 Composition and Rhetoric
Humanities/Fine Arts Elective

Semester II

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding
TMTH 1301 Applied Mathematics
WLDG 1413 Introduction to Blueprint Reading for Welders
ENGL 2311 Technical Report Writing

Second Year

Semester III

WLDG 1435 Introduction to Pipe Welding
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding
SPCH 1321 Business and Professional Speaking
Social/Behavioral Science Elective
WLDG 1412 Introduction to Flux Cored Welding (FCAW)

Semester IV

WLDG 2453 Advanced Pipe Welding (Capstone)
WLDG 2447 Advanced Gas Metal Arc (MIG) Welding
WLDG 2451 Advanced Gas Tungsten Arc (TIG) Welding
ITSC 1309 Integrated Software Applications I

Total Semester Hours—69

Bold courses represent 15 hours of general education requirements.

(Certificate of Proficiency, Welding 6245A) TASP Required

First Year

Semester I

WLDG 1421 Introduction to Welding Fundamentals
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting

Semester II

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding
WLDG 1413 Introduction to Blueprint Reading for Welders

Second Year

Semester III

WLDG 1435 Introduction to Pipe Welding
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding
WLDG 1412 Introduction to Flux Cored Welding (FCAW)

Semester IV

WLDG 2453 Advanced Pipe Welding
WLDG 2447 Advanced Gas Metal Arc (MIG) Welding
WLDG 2451 Advanced Gas Tungsten Arc (TIG) Welding (Capstone)

Total Semester Hours—48

(Certificate of Proficiency, SMAW Structural Certificate Option 6245B)
TASP Waived

WLDG 1421 Introduction to Welding Fundamentals
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1435 Introduction to Pipe Welding
WLDG 2453 Advanced Pipe Welding (Capstone)
WLDG 1413 Introduction to Blueprint Reading for Welders

Total Semester Hours—32

(Certificate of Proficiency, GMAW/FCAW Certificate Option 6245C)
TASP Waived

WLDG 1421 Introduction to Welding Fundamentals
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1412 Introduction to Flux Cored Welding (FCAW)
WLDG 2447 Advanced Gas Metal Arc (MIG) Welding (Capstone)
WLDG 1413 Introduction to Blueprint Reading for Welders

Total Semester Hours—36

(Certificate of Proficiency, GTAW Certificate Option 6245F) TASP Waived

Semester I

WLDG 1421 Introduction to Welding Fundamentals
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding

Semester II

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1413 Introduction to Blueprint Reading for Welders
WLDG 2451 Advanced Gas Tungsten Arc (TIG) Welding (Capstone)

Total Semester Hours—32

(Certificate of Proficiency, AWS Entry-Level Welder Certificate 6245E)
TASP Waived

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding
WLDG 1421 Introduction to Welding Fundamentals
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) (Capstone)
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding
WLDG 1412 Introduction to Flux Cored Welding (FCAW)
WLDG 1413 Introduction to Blueprint Reading for Welders

Total Semester Hours—36

Course Descriptions

Agriculture 0100

A student majoring in agriculture must see a Tyler Junior College academic advisor for help in completing a degree plan.

AGRI 1131 The Agricultural Industry (1-0) (1 credit) (CB0101035201)
Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

AGRI 1309 Computers in Agriculture (2-2) (3 credits) (CB0101015101)
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

AGRI 1325 Marketing of Agricultural Products (3-0) (3 credits) (CB0101025101)
Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing.

AGRI 1327 Poultry Science (2-3) (3 credits) (CB0202095101)
Introduction to the poultry industry. Practices and principles in the production and marketing of turkey, layers, broilers and specialized fowl. Management, automated equipment, product technology, incubation, and production economics.

AGRI 1407 Fundamentals of Crop Production (3-2) (4 credits) (CB0204025101)
Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGRI 1413 General Entomology (3-2) (4 credits) (CB0204085101)
Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGRI 1415 Horticulture (3-3) (4 credits) (CB0106015101)
Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGRI 1419 Introductory Animal Science (3-3) (4 credits) (CB0202015101)
Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep, with labs that include breeds, market classes and judging.

AGRI 2301 Agricultural Power Units (2-3) (3 credits) (CB0102045101)
Fundamentals of internal combustion engines; gasoline, diesel, and liquefied petroleum.

AGRI 2303 Agricultural Construction I (2-3) (3 credits) (CB0102015101)
Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction material and principles.

AGRI 2304 Agricultural Construction II (2-3) (3 credits) (CB0102015101)
A continuation of AGRI 2303.

AGRI 2317 Introduction to Agricultural Economics (3-0) (3 credits) (CB0101035101)
Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGRI 2321 Livestock Evaluation (2-4) (3 credits) (CB0202015201)
Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGRI 2322 Livestock Evaluation II (2-4) (3 credits) (CB0202015201)
A continuation of AGRI 2321.

AGRI 2330 Wildlife Management (3-0) (3 credits) (CB0306015101)
Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the associate in applied science degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

HART 1371 (AIRC 1313) **Air Conditioning Welding Procedures** (2-2) (3 credits)
Designed to provide entry-level skills with oxy-fuel safety, cutting, welding, brazing, braze welding and soldering.

HART 1372 HVAC Air Duct Fabrication and Installation (2-4) (3 credits)
A course designed to enable entry-level HVAC installer to layout, fabricate and install duct work for residential and light commercial air conditioning systems. Includes an introduction to the materials, hand and power tools used to layout, fabricate and install both rigid and/or flexible duct works for air movement.

HART 1401 Basic Electricity for HVAC (3-3) (4 credits)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403 (AIRC 2302) **A/C Control Principles** (3-3) (4 credits)
A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits.
Prerequisite: HART 1401 or consent of instructor.

HART 1407 (AIRC 1301) **Refrigeration Principles** (3-3) (4 credits)
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

HART 1441 (AIRC 1300) **Residential Air Conditioning** (3-3) (4 credits)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1442 (AIRC 1321) **Commercial Refrigeration** (3-3) (4 credits)
Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines.
Prerequisites: HART 1401, 1407 or consent of instructor.

HART 1445 (AIRC 2301) **Gas and Electric Heating** (3-3) (4 credits)
A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.
Prerequisite: HART 1401 or consent of instructor

HART 1449 (AIRC 2322) **Heat Pumps** (3-3) (4 credits)
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.
Prerequisite: HART 1445 or consent of instructor.

HART 2436 (AIRC 2325) **Troubleshooting** (Capstone) (3-3) (4 credits)
This course is the capstone for the Air Conditioning and Refrigeration AAS degree and must be completed in the last semester of the AAS degree. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.
Prerequisite: HART 1403 or consent of instructor.

HART 2438 (AIRC 2321) **Air Conditioning Installation & Startup** (3-3) (4 credits)
This course is the capstone for the Air Conditioning Certificate of Proficiency and must be completed in the last semester of the Air Conditioning Certificate of Proficiency. A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques.
Prerequisite: HART 1407 or consent of instructor.

HART 2445 (AIRC 2303) **Air Conditioning Systems Design** (3-3) (4 credits)
A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART 2457 (HART 2471) (AIRC 2328) **Advanced Commercial Refrigeration** (3-3) (4 credits)
An advanced course covering the components, accessories, and service of specialized refrigeration units such as ice machines, soft-serve machines, cryogenics, and cascade systems.
Prerequisites: HART 1401, 1407 or consent of instructor.

Art 1002

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelor's degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ARTS 1301 Art Appreciation (3-0) (3 credits) (CB5007035126)
A humanities course that is a general introduction to the visual arts, media technique and art history designed to create a deeper appreciation of the visual creative process.

ARTS 1303 Art History I (3-0) (3 credits) (CB5007035226)
A survey of painting, sculpture, architecture and crafts from prehistoric times to the end of the middle ages.

ARTS 1304 Art History II (3-0) (3 credits) (CB5007035226)
A survey of painting, sculpture, architecture and crafts from the Early Renaissance through the present time.

ARTS 1311 Design I (3-3) (3 credits) (CB5004015326)
Introduction to the art elements and principles of design with emphasis upon two-dimensional designs using a wide range of media and techniques.

ARTS 1312 Design II (3-3) (3 credits) (CB5004015326)
Introduction to the elements and principles of design with emphasis on three-dimensional design using a wide range of media and techniques.

ARTS 1316 Drawing I (3-3) (3 credits) (CB5007055226)
Introduction to the basic techniques and materials of drawing with emphasis on line, value, proportion and perspective.

ARTS 1317 Drawing II (3-3) (3 credits) (CB5007055226)
A continuation of ARTS 1316 with emphasis on the human figure using various media and techniques.

ARTS 1413 Art for Pre-School and Elementary School
(3-3) (4 credits) (CB5007015126)
Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects including art appreciation, critique and curriculum formation.

ARTS 2143 Contemporary Issues in Art (1-1) (1 credit) (CB5007035330)
Study of art history and culture through the exploration of contemporary art works with an emphasis on aesthetic judgement and growth. Includes required field trips at student expense. May be repeated for credit when topics vary.

ARTS 2189 Academic Cooperative (1-2) (1 credit) (CB 2401035212)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(**NOTE:** An individual student may only accumulate a total of 3 credit hours selected from ARTS 2189, COMM 2189, ENGL 2189, HIST 2189, PSYC 2189, SOCI 2189.)

ARTS 2270 Museum Internship (1-6) (2 credits) (CB2401035230)
Training in the professional and technical practices of a museum under the direction of the museum director. Students will work in the areas of exhibition installation and registration, collection research, museum methods and general office processes. **Prerequisite:** Program director approval required.

ARTS 2316 Painting I (3-3) (3 credits) (CB5007085226)
An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ARTS 2317 Painting II (3-3) (3 credits) (CB5007085226)
A continuation of ARTS 2316 with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ARTS 2333 Printmaking I (3-3) (3 credits) (CB5007105126)
Introduction to traditional printmaking processes and techniques.

ARTS 2334 Printmaking II (3-3) (CB5007105126)
A continuation of ARTS 2333 with emphasis on personal artistic expression utilizing traditional and non-traditional printmaking processes.

ARTS 2336 Fiber Arts I (3-3) (3 credits) (CB5007125126)
Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ARTS 2337 Fiber Art II (3-3) (3 credits) (CB5007125126)
A continuation of ARTS 2336.

ARTS 2346 Ceramics I (3-3) (3 credits) (CB5007115126)
Introduction to basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ARTS 2347 Ceramics II (3-3) (3 credits) (CB5007115126)
Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ARTS 2366 Water Color Painting (3-3) (3 credits) (CB5007085326)
An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

ARTS 2367 Water Color Painting II (3-3) (3 credits) (CB5007085326)
A continuation of ARTS 2366 with emphasis on personal artistic expression and advanced water media techniques.

TJC Trivia

In the first 20 years of existence (1926–46) TJC only offered foundation courses required for a baccalaureate degree. The first associate of arts degree was conferred in 1946.

Astronomy 0401

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

PHYS 1411 Introduction to Astronomy I (3-3) (4 credits) (CB4002015103)
An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

PHYS 1412 Introduction to Astronomy II (3-3) (4 credits) (CB4002015103)
An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Automotive Technology 6422

The Automotive program provides the participant with training directly related to employment needs of the automotive service industry.

Automotive program courses will enable the participant to seek and retain employment in the automotive industry and be better prepared to successfully achieve independent industry certification such as A.S.E.

The automotive department of TJC supports NATEF instructional requirements and volunteer certification through A.S.E.

AUMT 1305 Introduction to Automotive Technology (2-4) (3 credits)
An introduction to the automotive service industry including industry safety, automotive safety systems, applied mathematics, measurements, automotive history, shop equipment, tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific.

AUMT 1310 Automotive Brake Systems (2-4) (3 credits)
Study of the operation and repair of drum and disc type brake systems. Emphasis is on use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. On and off car machining is included. May be taught manufacturer specific.
Prerequisite: AUMT 1305

AUMT 1316 (AUMT 1416) **Suspension and Steering** (2-4) (3 credits)
Theory, operation and service of automotive suspension including tire and wheel problem diagnosis and steering columns. two- and four-wheel alignment, radial and lateral force variation topics instructed. May be taught manufacturer specific.
Prerequisite: AUMT 1305

AUMT 1319 (AUMT 1419) **Automotive Engine Repair** (2-4) (3 credits)
Fundamentals of engine operation, diagnosis, repair, including lubrication systems and cooling systems is instructed. Emphasis on identification, inspection, measurements, disassembly, and reassembly of the engine is instructed. May be taught manufacturer specific.
Prerequisite: AUMT 1305

AUMT 1345 Automotive Heating and Air Conditioning (2-4) (3 credits)
Course includes theory, diagnosis and repair of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and the cause and effect of malfunctions is instructed. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific.
Prerequisites: AUMT 1305, 1407

AUMT 1407 (AUMT 1307) **Automotive Electrical Systems** (3-3) (4 credits)
An overview of automotive electrical systems including topics on operational theory, testing, diagnosis, batteries, charging, and starting systems. Ohms laws, DVOM usage, electrical schematic diagrams and related circuits are instructed. May be taught manufacturer specific.
Prerequisite: AUMT 1305

AUMT 2301 Automotive Management (3-0) (3 credits)
Instruction in human relations, customer relations, customer satisfaction, management techniques and building relationships between the service department and the customer.
Prerequisite: AUMT 1305

AUMT 2313 Manual Drive Train and Axles (2-4) (3 credits)
A study of automotive clutch and operation devices, standard transmissions, transaxles, and final drives with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific.
Prerequisite: AUMT 1305

AUMT 2317 Engine Performance Analysis I (2-4) (3 credits)
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Drive-ability issues and engine sensors operation is extensively covered. The use of basic engine performance diagnostic equipment is included. May be taught manufacturer specific.
Prerequisites: AUMT 1305,1407

AUMT 2321 Automotive Electrical Lighting and Accessories (2-4) (3 credits)
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis is on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.
Prerequisites: AUMT 1305, 1407

AUMT 2325 Automotive Transmission and Transaxle (2-4) (3 credits)
A study of the electronic controls, components, hydraulics and related circuits of automatic transmissions and automatic transaxles is instructed. Included is diagnosis, testing, service, and repair procedures with emphasis on the use of special tools, scan tools, and proper repair techniques. May be taught manufacturer specific.
Prerequisites: AUMT 1305, 1407

AUMT 2328 Automotive Service (2-4) (3 credits)
Automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies under-hood and under-chassis with maintenance and light repair topics taught and practiced. May be taught manufacturer specific.
Prerequisite: AUMT 1305

AUMT 2334 Engine Performance Analysis II (2-4) (3 credits)
Diagnosis, testing and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems instructed. Use of advanced engine performance diagnostic equipment is included. OBD II and related federal law discussed. May be taught manufacturer specific.
Prerequisites: AUMT 1305, 2317

AUMT 2366 Practicum I (or Field Experience) Auto/Automotive Mechanic Technician (1-20) (3 credits)
Workplace training through practice is supported by an individualized learning plan developed by the employer, college, and student. Grading is based on the span and depth of criteria developed for a specific work-site by the program manager.
Prerequisites: AUMT 1305, 2328

AUMT 2367 Practicum II (or Field Experience) Auto/Automotive Mechanic Technician (1-20) (3 credits)
Workplace training through practice is supported by an individualized learning plan developed by the employer, college, and student. Grading is based on the span and depth of criteria developed for a specific worksite by the program manager.
Prerequisites: AUMT 1305, 1407, 2317, 2366

AUMT 2437 Automotive Electronics (3-3) (4 credits)
Topics address advanced electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific.
Prerequisites: AUMT 1305, 2321

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the Association of Baptist Students Bible chair.

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.
3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.
4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIBL 1101 Selected Studies in the Old Testament (1-0) (1 credit)
A study involving either an Old Testament book or theme.

BIBL 1102 Selected Studies in the New Testament (1-0) (1 credit)
A study involving either a New Testament book or theme.

BIBL 1103 An Introduction to Christianity (1-0) (1 credit)
A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIBL 1301 Survey of the Old Testament (3-0) (3 credits)
The history, literature and teachings of the Old Testament.

BIBL 1315, 1325, 2315, 2325, Bible Topics (3-0) (3 credits)
Different topics each semester. May repeat for credit as topic changes.

BIBL 1321 Survey of the New Testament (3-0) (3 credits)
The history, literature and teachings of the New Testament.

BIBL 2311 Life and Teachings of Jesus (3-0) (3 credits)
The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIBL 2321 Life and Letters of Paul (3-0) (3 credits)
The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIBL 2322 World Religions (3-0) (3 credits)
An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology 0401

A student majoring in biology must see a Tyler Junior College academic advisor for help in completing a degree plan.

BIOL 1187 Special Topics in Biology I (1-2) (1 credit) (CB2601015103)
Designed to integrate practical hands-on study in biological science.

BIOL 1188 Special Topics in Biology II (1-2) (1 credit) (CB2601015103)
A continuation of BIOL 1187.

BIOL 1189 Special Topics in Biology III (1-2) (1 credit) (CB2601015103)
A continuation of BIOL 1188.

BIOL 1406 Majors Biology I (3-3) (4 credits) (CB2601015103)
A general study of the concepts of biology relating to the chemical and molecular basis of life, the cell, energy transformations and principles of genetics. For the science major.

BIOL 1407 Majors Biology II (3-3) (4 credits) (CB2601015103)
A study of the principles of evolution and ecology as well as a taxonomic approach to the diversity of life, with special emphasis on the plant and animal kingdoms. Designed for the science major.

BIOL 1408 Introductory Biology I (3-3) (4 credits) (CB2601015103)
Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates.

BIOL 1409 Introductory Biology II (3-3) (4 credits) (CB2601015103)
Emphasizes the development, structure and function of organ systems in man.

BIOL 1411 General Botany (3-3) (4 credits) (CB2603015103)
Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIOL 1413 General Zoology (3-3) (4 credits) (CB2607015103)
Structure, physiology and development of animals; emphasis on vertebrate animals.

BIOL 1424 Introduction to Plant Identification (3-3) (4 credits)
Introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. Includes the importance of herbaria, collection techniques, and the construction and use of taxonomic keys.

BIOL 2389 Special Topics in Biology IV (2-3) (3 credits) (CB2601015103)
Topics will be at the discretion of the department chair and will reflect current practices in biological sciences. Students who take this course cannot take BIOL 1187, 1188 or 1189.

BIOL 2401 Anatomy and Physiology I (3-3) (4 credits) (CB2607065103)
Functional anatomy with emphasis on basic principles and physiological activities of different systems of the body. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed.
Prerequisite: BIOL 2404 or equivalent; or successful completion of a qualifying exam.

BIOL 2402 Anatomy and Physiology II (3-3) (4 credits) (CB2607065103)
A continuation of BIOL 2401.
Prerequisite: BIOL 2401

BIOL 2404 Introduction to Human Anatomy and Physiology (3-3) (CB2607065103)
This one semester course surveys human anatomy and physiology. Major topics include cell structure and function, tissues, and organ system of the human body. This course is a foundation course for specialization in allied health disciplines.
(Not designed to replace BIOL 2401 and 2402; this course is usually a prerequisite to BIOL 2401).

BIOL 2406 Environmental Science (3-3) (4 credits) (CB0301025101)
Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects.

BIOL 2416 Genetics (3-3) (4 credits) (CB2606135103)
Principles of molecular and classical genetics, the function and transmission of hereditary material, population genetics and genetic engineering.
Prerequisite: One year of biology.

BIOL 2417 Comparative Vertebrate Anatomy (3-4) (4 credits) (CB2607065103)
Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, premedical and predental majors.
Prerequisites: BIOL 1406, 1407, 1411 or 1413

BIOL 2420 Microbiology(3-3) (4 credits) (CB2605015103)
Characteristics and activities of microorganisms and their relation to health and disease. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. For the health science student.
Prerequisite: BIOL 2404 or equivalent; or successful completion of a qualifying exam.

BIOL 2421 Majors Microbiology (3-4) (4 credits) (CB2605015103)
Study of the morphology, physiology, ecology, genetics, control and taxonomy of microorganisms. Laboratory methods stress pure culture studies and the use of laboratory apparatuses in quantitative determinations. For the science major.
Prerequisites: CHEM 1412, BIOL 1406, 1407 or approval of instructor.

BIOL 2471 Native Plants (3-3) (4 credits) (CB2603015203)
Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field trips required.

Business Administration 0501

A student majoring in business must see a Tyler Junior College academic advisor for assistance in completing a degree plan.

ACCT 2401 Principles of Financial Accounting (3-3) (4 credits) (CB5203015104)
A study of financial accounting: the accounting cycle, double-entry bookkeeping, preparation and analysis of financial statements.
Prerequisite: BCIS 1405

ACCT 2402 Principles of Managerial Accounting (3-3) (4 credits) (CB5203015104)
Emphasis on managerial decision-making based on analysis of cash flow, price level changes, financial statements, ratios, manufacturing cost, investments, and an in-depth study of planning costs and systems.
Prerequisite: ACCT 2401

BUSI 1301 Introduction to Business (3-0) (3 credits) (CB5201015104)
Provides an overall picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society.

BUSI 1311 Principles of Personal Selling (3-0) (3 credits) (CB0807065104)
The basic principles of personal salesmanship including a study of methods, problems and duties of a salesperson.

BUSI 2301 Business Law (3-0) (3 credits) (CB2201015124)
Introduction to the principles and elements of contracts, warranties, commercial paper, principal-agency relationships, personal and real property and estate law.

BUSI 2302 Legal Environment in Business (3-0) (3 credits) (CB2201015224)
Law's effects on business and individuals including contracts, torts, agency, administrative law, labor and employment law, environmental law, ethical standards and law and international business.

Business Management 5822

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business and management. The curriculum is an applied and practical course of study that meets the requirements of students preparing for careers in business and management, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in business management.

ACNT 1303 (BUSI 1371) **Introduction to Accounting I** (3-0) (3 credits)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304 (BUSI 1372) **Introduction to Accounting II** (2-4) (3 credits)
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

ACNT 1329 Payroll and Business Tax Accounting (2-2) (3 credits)
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

BMGT 1302 (MGMT 2321) **Principles of Retailing** (3-0) (3 credits)
Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

BMGT 1303 (MGMT 1301) **Principles of Management** (3-0) (3 credits)
Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

BMGT 1307 High Performance Work Teams (3-0) (3 credits)
Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.
Prerequisite: Instructor consent.

BMGT 1325 Office Management (3-0) (3 credits)
Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BMGT 1331 (MGMT 2331) **Production and Operations Management** (3-0) (3 credits)
Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

BMGT 1341 Business Ethics (3-0) (3 credits)
Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

BMGT 1391 Special Topics in Business Administration and Management, General (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

BMGT 2303 (BUSI 2390 and MGMT 2390) **Problem Solving and Decision Making** (3-0) (3 credits)
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies, and the use of other managerial decision aids.

BMGT 2309 Leadership (3-0) (3 credits)
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skill needed to inspire and influence.

BMGT 2341 Strategic Management (3-0) (3 credits)
Strategic management process involves analyzing of how organizations develop and implementing a strategy for achieving organizational objectives in a changing environment.
Prerequisite: Instructor consent.

BMGT 2347 Critical Thinking and Problem Solving (3-0) (3 credits)
Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a term environment.

BMGT 2368 (BUSI 2380 and MGMT 2380) **Practicum (or Field Experience)–Business Administration and Management, General** (1-20) (3 credits)

Practical general training and experiences in the workplace. The college with the employer develops and documents an individual plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

BUSA 1343 Industrial Economics (3-0) (3 credits)

Examines the profitability factors of plant operations including productivity, efficiency, fixed and variable costs, inventory and asset control, overhead, maintenance costs, cost of downtime, budgets, and cost benefit factors, and input of day-to-day operations on business profitability.

BUSG 2309 (MGMT 2322) **Small Business Management** (3-0) (3 credits)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

HRPO 2301 (MGMT 2323) **Human Resources Management** (3-0) (3 credits)

Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2307 (MGMT 1302) **Organizational Behavior** (3-0) (3 credits)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

IBUS 1391 Special Topics in International Business (3-0) (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology and occupation and relevant to the professional development of the student.

MRKG 1311 (MGMT 1312) **Principles of Marketing** (3-0) (3 credits)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 1391 Special Topics in Business Marketing and Marketing Management (3-0) (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology and occupation and relevant to the professional development of the student.

Chemistry 0401A

Students who have not studied chemistry in high school are advised to complete CHEM 1370 (Basic Chemistry) prior to enrolling in CHEM 1406 (Fundamentals of Chemistry).

A student majoring in chemistry must see a Tyler Junior College academic advisor for assistance in completing a degree plan.

Note: Neither Chemistry 1405-1407 nor 1406-1408 may be substituted for Chemistry 1411-1412 in meeting prerequisites in scientific curricula.

CHEM 1370 Basic Chemistry (3-0) (3 credits) (CB4005015103)
Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHEM 1405 Introductory Chemistry I (3-3) (4 credits) (CB4005015103)
Introduction and non-technical survey of chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for elementary education and non-science majors.

CHEM 1406 Fundamentals of Chemistry (3-3) (4 credits) (CB4005015103)
Introduction to inorganic, organic, and biochemistry, especially suited for persons interested in the health professions.

CHEM 1407 Introductory Chemistry II (3-3) (4 credits) (CB4005015103)
Continuation of Chemistry 1405. Emphasis on organic and biochemistry. Suited for elementary education and non-science majors.
Prerequisite: CHEM 1405

CHEM 1408 Fundamentals of Organic and Biochemistry
(3-3) (4 credits) (CB4005015103)
Continuation of CHEM 1406 with further emphasis on organic and biochemistry.
Prerequisite: CHEM 1406, or consent of chemistry director.

CHEM 1411 General Chemistry I (3-4) (4 credits) (CB4005015203)
Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry. Lab work includes an introduction to quantitative analysis.
Prerequisite: CHEM 1370 or MATH 0303 or TASP passed/exempt in math.

CHEM 1412 General Chemistry II (3-4) (4 credits) (CB4005015203)
Continuation of Chemistry 1411. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electro-chemistry and selected topics. Lab work includes an introduction to volumetric and qualitative analysis.
Prerequisite: CHEM 1411

CHEM 2423 Organic Chemistry I (3-4) (4 credits) (CB4005045203)
Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, sterochemistry and molecular conformations with lab work including the use of gas chromatography and infrared spectroscopy.
Prerequisite: CHEM 1412

CHEM 2425 Organic Chemistry II (3-4) (4 credits) (CB4005045203)
Continuation of CHEM 2423 with lab work inlcuding an introduction to mass spectroscopy and nuclear magnetic resonance.
Prerequisite: CHEM 2423

Child Development 5222

A student majoring in child development must see a Tyler Junior College academic advisor for help in completing a course plan.

The child development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the associate in applied science degree in child development. A person with any felony conviction is ineligible for enrollment in the CDEC Program.

CDEC 1303 (CHID 1321) **Family and the Community** (3-1) (3 credits)

A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues.

CDEC 1311 (CHID 1311) **Introduction to Early Childhood Education** (3-1) (3 credits)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.

CDEC 1313 (CHID 1313) **Curriculum Resources for Early Childhood Programs** (2-4) (3 credits)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.

CDEC 1317 Child Development Associate Training I (3-1) (3 credits)

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview.

CDEC 1318 (CHID 1324) **Nutrition, Health, and Safety** (2-3) (3 credits)

A study of nutrition, health, and safety including community health, universal health precautions, and legal implications. Practical application of these principles in a variety of settings. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.

CDEC 1319 (CHID 2312) **Child Guidance** (3-1) (3 credits)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.

CDEC 1321 (CDEC 2321) **The Infant and Toddler** (3-1) (3 credits)

A study of appropriate infant and toddler programs (birth to 3 years), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Participation in an early childhood setting is required for this course. The student is responsible for transportation to an off-campus site.

CDEC 1354 (CHID 1322) **Child Growth and Development** (3-1) (3 credits)
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

CDEC 1358 (CHID 1323) **Creative Arts for Early Childhood** (2-4) (3 credits)
An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.
Suggested prerequisite: Introduction to Early Childhood Education (CDEC 1311)

CDEC 1359 (CHID 2311) **Children with Special Needs** (3-1) (3 credits)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

CDEC 1394 (CHID 2321) **Special Topics in Early Childhood** (2-4) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CDEC 2322 Child Development Associate Training II (3-1) (3 credits)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.
Suggested prerequisite: Must have advisor approval for Early Childhood Professional Recognition.
Licensing/Certification Agency: National Council for Early Childhood Professional Recognition.

CDEC 2324 Child Development Associate Training III (3-1) (3 credits)
Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism.
Suggested prerequisite: Must have advisor approval prior to enrolling in this course.
Licensing/Certification Agency: National Council for Early Childhood Professional Recognition.

CDEC 2326 (CHID 1312) **Administration of Programs for Children I** (3-1) (3 credits)
A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.
Suggested prerequisite: Six hours of child development course work or advisor approval.

CDEC 2328 (CHID 2322) **Administration of Programs for Children II** (3-1) (3 credits)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.
Suggested prerequisite: Six hours of child development course work, to include Administration of Programs for Children I (CDEC 2326), or advisor approval.

CDEC 2341 The School Age Child (3-1) (3 credits)
A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 2386 (CHID 1310) **Internship I–Child Development and Early Childhood** (1-12) (3 credits)
A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Participation in an early childhood setting is required for this course. The student is responsible for transporation to an off-campus site.
Suggested prerequisite: Introduction to Early Childhood Education (CDEC 1311); Curriculum Resources for Early Childhood Programs (CDEC 1313), Administration of Programs for Children I (CDEC 2326), and Child Guidance (CDEC 1319), or advisor approval.

Computer-Aided Drafting & Design 8622

(See Engineering Design Technology)

Computer Information Systems 1101/1503/6021

The College provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer Information Systems offers high quality instruction in current networking technology, current generation hardware and state-of-the-art software in several specialization options. These options include general computer skills, application programming (which provides skills needed for entry/mid-level programming assignments), networking technologies (which provides industry-certified training in computer networks), web site design and management, information systems security, and information systems technical support.

BCIS 1301 (COSC 1301) **Microcomputer Applications** (2-4) (3 credits) (CB5212025204)

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

BCIS 1405 (COSC 1475) **Business Computer Applications** (3-3) (4 credits) (CB5212025404)

This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

BCIS 1416 (COSC 1416) **Computer Programming: Visual BASIC** (3-3) (4 credits) (CB5212025204)

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.

BCIS 1432 (COSC 1432) **Computer Programming: COBOL** (3-3) (4 credits) (CB5212025204)

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.
Prerequisite: COSC 1415 or programming experience.

BCIS 2331 Advanced Programming: Visual BASIC (3-1) (3 credits) (CB5212025304)

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation, program design and testing, and other topics not normally covered in an introductory information systems programming course.
Prerequisite: BCIS 1416

BCIS 2332 Advanced Programming: COBOL (3-1) (3 credits) (CB5212025304)

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation, program design and testing, and other topics not normally covered in an introductory information systems programming course.
Prerequisite: BCIS 1432

COSC 1415 Fundamentals of Programming (3-3) (4 credits) (CB1102015207)
Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1436 Programming Fundamentals I (3-3) (4 credits) (CB1102015507)
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and bebugging. This course assumes computer literacy.
Prerequisite: COSC 1415 or programming experience.

COSC 1437 Programming Fundamentals II (3-3) (4 credits) (CB1102015607)
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.
Prerequisite: COSC 1436

COSC 2425 Computer Organization and Machine Language
(3-3) (4 credits) (CB1102015407)
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages.
Prerequisite: COSC 1436

COSC 2436 Programming Fundamentals III (3-3) (4 credits) (CB1102015707)
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.
Prerequisite: COSC 1437

IMED 2309 Internet Commerce (3-0) (3 credits)
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing online transactions, and generating dynamic content.

IMED 2315 Web Page Design II (3-1) (3 credits)
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.
Prerequisite: ITSE 1305

INEW 2334 Advanced Web Page Programming (3-1) (3 credits)
Advanced applications for Web authoring. Topics may include Perl Scripts, Common Gateway Interface (CGI), Database Interaction, Active Server Pages, Java Applets, Javascripts, tables, HTML, and/or interactive elements.
Prerequisite: ITSE 2302

ITMC 1319 Installing and Administering Microsoft Windows Server Operating Systems (3-1) (3 credits)
An introduction of Microsoft ® Windows server operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows-based network.
Prerequisite: ITMC 1358

ITMC 1342 Implementing a Microsoft Windows 2000 Network Infrastructure (3-1) (3 credits)
Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products.
Prerequisite: ITMC 1319

ITMC 1343 Implementing and Administering Microsoft Windows 2000 Directory Services (3-1) (3 credits)
Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory service. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.
Prerequisite: ITMC 1342

ITMC 1358 Supporting Microsoft Windows Client Network Operating Systems (3-1) (3 credits)
Skill development for customizing, configuring, supporting, and troubleshooting Windows.
Prerequisite: CPMT 1349

ITMC 2303 Administering a Microsoft SQL Server Database (3-1) (3 credits)
In-depth coverage of the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server databases.
Prerequisite: ITMC 1319

ITMC 2333 Designing a Secure Microsoft Windows 2000 Network (3-1) (3 credits)
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies.
Prerequisite: ITMC 1343

ITMC 2334 Designing a Microsoft Windows 2000 Upgrade Strategy (3-1) (3 credits)
Provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory service by describing the planning processes and implications involved.
Prerequisite: ITMC 1343

ITMC 2355 Deploying and Managing Microsoft Internet Security and Acceleration Server (3-1) (3 credits)
Advanced concepts of deploying and managing Mircosoft Internet Security and Acceleration (ISA) Server in an enterprise environment.
Prerequisite: ITMC 1342

ITNW 1312 Fundamentals of Information Security (3-0) (3 credits)
This course addresses the basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

ITNW 1320 (COSC 1481) **NetWare Administration** (3-1) (3 credits)
An introduction to Novell NetWare Administration.
Prerequisites: CPMT 1349 and ITSC 1317

ITNW 1354 Implementing and Supporting Servers (3-1) (3 credits)
A course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows-based servers in a networked computing environment.
Prerequisite: CPMT 1349 or concurrent enrollment or instructor approval.

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3-1) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
Prerequisite: ITNW 1320 or ITMC 1358

ITNW 2264 Practicum—Business Systems Networking and Telecommunications (0-0-12) (2 credits)
A basic or intermediate type of work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. This particular practicum course is limited to students enrolled in the Computer Information Security certificate program.
Prerequisite: Permission of instructor.

ITNW 2301 Administering Servers (3-1) (3 credits)
Post-installation and day-to-day administration tasks of various network operating system servers. Topics include creating and managing user accounts and groups; setting up and administering permission for files and folders and network printing; monitoring and managing network resources and security; and backing up and restoring files and folders.
Prerequisite: ITMC 1343 or instructor approval.

ITNW 2331 (COSC 2487) **Novell Service and Support** (3-1) (3 credits)
Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software.
Prerequisites: ITNW 1320 and 2338

ITNW 2338 (COSC 2485) **NetWare Advanced Administration** (3-1) (3 credits)
Configuration and administration of a Novell NetWare network.
Prerequisite: ITNW 1320

ITNW 2342 (COSC 2489) **Novell Directory Services (NDS) Design and Implementation for NetWare** (3-1) (3 credits)
A course in designing and implementing Novell Directory Services (NDS). Topics include partitioning, replication, time synchronization, and strategies for directory tree structure and object placement.
Prerequisites: ITNW 1320 and 2338

ITNW 2359 Web Server Support and Maintenance (3-1) (3 credits)
Instruction in the installation, configuration, and implementation of Internet web servers. Web server system administration with emphasis on selecting hardware platforms; network for operating systems selection, installation, configuration; web server installation and configuration.
Prerequisite: ITSE 1305

ITNW 2371 Security Architecture and Models (3-0) (3 credits)
This course covers the concepts, principles, structures, and standards used to design, implement, monitor, and secure operating systems, equipment, networks, applications, and those controls used to enforce various levels of confidentiality, integrity, and availability.

ITNW 2373 Operations Security (3-1) (3 credits)
This course covers elements of operations security used to identify controls over hardware, media, and the operators with access privileges to any of these resources. Audit and monitoring is also discussed in terms of the mechanisms, tools, and facilities that permit the identification of security events and subsequent actions to identify the key elements and report the pertinent information to the appropriate individual, group, or process.

ITNW 2374 Security Law, Investigation, and Ethics (3-0) (3 credits)
This course covers computer crime laws and regulations; the investigative measures and techniques which can be used to determine if a crime has been committed, methods to gather evidence if it has, as well as the ethical issues and code of conduct for the security professional.
Prerequisite: ITNW 1312

ITNW 2375 Management Security Issues (3-3) (3 credits)
This course covers security management including identification of an organization's information assets and development, documentation, and implementation of policies, standards, procedures, and guidelines to ensure confidentiality, integrity, and availability. Management tools such as data classification, risk assessment, and risk analysis are used to identify the threats, classify assets, and to rate their vulnerabilities so that effective security controls can be implemented.
Prerequisite: ITNW 1312

ITNW 2376 Physical Security (3-1) (3 credits)
This course addresses the threats, vulnerabilities, and countermeasures that can be utilized to physically protect an enterprise's resources and sensitive information. These resources addressed include people, the facilities in which they work, and the data, equipment, support systems, media, and supplies they utilize.
Prerequisite: ITNW 1312

ITNW 2417 Network Security (3-3) (4 credits)
Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses.

ITNW 2472 Access Control Systems and Methodology (3-3) (4 credits)
This course addresses the collection of mechanisms that permit managers of a system to exercise a directing or restraining influence over the behavior, use, and content of a system. It discusses the management responsibility for specifying what users can do, which information resources they can access, and what operations they can perform on a system.

ITSC 1307 UNIX Operating Systems I (LINUX) (3-1) (3 credits)
A study of UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

ITSC 1309 Integrated Software Applications I (2-2) (3 credits)
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

ITSC 1311 (ITSW 1311) **AS/400 Operating System I** (3-1) (3 credits)
A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management.

ITSC 1313 Internet/Web Page Development (3-1) (3 credits)
Instruction in the use of Internet services and the fundamentals of web page design and web site development.

ITSC 1317 (COSC 2308) **PC Operating Systems–DOS** (2-4) (3 credits)
Introduction to the DOS operating system. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities.

ITSC 1321 PC Operating Systems–Windows (2-4) (3 credits)
Introduction to windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities.
Prerequisite: ITSC 1317

ITSC 1392 (ITSW 1392) **Special Topics in Business Computer Facilities Operation** (3-1) (3 credits)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

ITSC 2331 (COSC 2307) **Integrated Software Applications III** (2-4) (3 credits)
Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

ITSC 2337 UNIX Operating System II (LINUX) (3-1) (3 credits)
Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, and installation and maintenance of software, network security, and data integrity issues.
Prerequisite: ITSC 1307

ITSC 2386 Internship—Computer Information Sciences (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Prerequisite: Completion of at least 45 hours of the AAS degree plan and consent of the instructor.

ITSE 1305 (COSC 1486) **Web Authoring and Publishing** (3-1) (3 credits)
An introduction to designing and publishing Web documents. Topics include basic hypertext markup language (HTML), hyperlinks, tables, frames, images, and forms. Application of tools available for creating and editing HTML also explored.

ITSE 1350 (COSC 2390) **System Analysis and Design** (3-1) (3 credits)
Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

ITSE 1391 Special Topics in Computer Programming: Javascript (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

ITSE 1414 Introduction to RPG Programming (3-3) (4 credits)
Introduction to computer programming using RPG. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.
Prerequisite: ITSC 1311

ITSE 2302 Intermediate Web Authoring (3-1) (3 credits)
Intermediate applications for web authoring. Topics may include server side include(SSI), Perl, HTML, Java, Javascript, and/or ASP.
Prerequisite: ITSE 1305

ITSE 2313 Web Authoring (3-1) (3 credits)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

ITSE 2386 Internship—Computer Programming (0-9) (3 credits)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Prerequisite: Completion of at least 45 hours of the AAS degree plan and consent of the instructor.

ITSE 2409 (COSC 2372) **Introduction to Database Programming** (3-3) (4 credits)
Application development using database programming techniques emphasizing database structures, modeling, and database access.

Computer Science 6021

(See Computer Information Systems)

Criminal Justice 7021

Students successfully completing this program receive the associate in applied science degree law enforcement option and may sit for the Texas peace officer licensing examination. May not register for CJLE courses 2421, 2420 or 2522 without prior completion of a criminal history check and instructor approval.

CJCR 1304 (CRIJ 1321) **LE—Probation and Parole** (3-0) (3 credits)
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJLE 1333 (CRIJ 2331) **Traffic Law and Investigation** (3-0) (3 credits)
Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

CJLE 2420 (CRIJ 2434) **Texas Peace Officer Procedures** (3-4) (4 credits)
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate or Bachelor's Degree and approval of the college department administrator.

CJLE 2421 (CRIJ 2433) **Texas Peace Officer Law** (3-4) (4 credits)
Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate or Bachelor's Degree and approval of the college department administrator.

CJLE 2522 (CRIJ 2535) **Texas Peace Officer Skills** (3-5) (5 credits)
Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate or Bachelor's Degree and approval of the college department administrator. **Prerequisite:** Must meet Texas Peace Officer eligibility under TECLOSE rules.

CJSA 1308 (CRIJ 2336) **Criminalistics I** (3-1) (3 credits)
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

CJSA 1325 (CRIJ 1322) **Criminology** (3-0) (3 credits)
This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences.

CJSA 2389 (CRIJ 2337) **Internship—Criminal Justice Studies** (Capstone) (1-17) (3 credits)
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves

objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Sophomore standing.

CRIJ 1301 Introduction to Criminal Justice (3-0) (3 credits) (CB4301045124)
Provides an overview of the United States and European criminal justice systems.

CRIJ 1306 The Courts and Criminal Procedure (3-0) (3 credits) (CB2201015424)
The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

CRIJ 1307 Crime in America (3-0) (3 credits) (CB4504015224)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CRIJ 1310 Fundamentals of Criminal Law (3-0) (3 credits) (CB2201015324)
A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

CRIJ 1313 (CJSA 1317) **Juvenile Justice System** (3-0) (3 credits) (CB4301045224)
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301 (CJCR 2324) **LE—Community Resources in Corrections**
(3-0) (3 credits) (CB4301025324)
An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment.

CRIJ 2313 (CJCR 1307) **LE—Correctional Systems and Practices**
(3-0) (3 credits) (CB4301025424)
A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

CRIJ 2314 (CJSA 1342) **Criminal Investigation** (3-0) (3 credits) (CB4301045524)
Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.

CRIJ 2323 (CJSA 2300) **Legal Aspects of Law Enforcement**
(3-0) (3 credits) (CB4301045624)
Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

CRIJ 2328 (CJSA 1359) **Police System and Practices** (3-0) (3 credits) (CB4301045724)
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

Dance 1007A

A student majoring in dance must see a Tyler Junior College academic advisor for help in completing a course plan.

DANC 1112 Dance Performance (0-3) (1 credit) (CB5003015326)
Participation and instruction in a variety of dance activities and techniques. Fall only. Must be taken concurrently with DANC 1212.

DANC 1113 Dance Performance (0-3) (1 credit) (CB5003015326)
A continuation of DANC 1112. Spring only. Must be taken concurrently with DANC 1213.

DANC 1141Ballet I (0-6) (1 credit) (CB5003015226)
Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc., while stressing clarity of movements as well as precision in execution.

DANC 1142 Ballet II (0-6) (1 credit) (CB5003015226)
Introduces variations from the classical and neo-classical repertoire.
Prerequisite: DANC 1141

DANC 1145 Modern Dance I (1-2) (1 credit) (CB5003015226)
Instruction and participation in modern dancing as part of the performing arts; includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation, and imaging and improvisation.

DANC 1146 Modern Dance II (1-2) (1 credit) (CB5003015226)
Introduces concepts of partnering along with solo group work.
Prerequisite: DANC 1145

DANC 1147 Jazz Dance I (1-2) (1 credit) (CB5003015226)
Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DANC 1148 Jazz Dance II (1-2) (1 credit) (CB5003015226)
Introduces concepts of solo and group work.
Prerequisite: DANC 1147

DANC 1151, 1152, 2151, 2152 Performance I, II, III, IV
(1-2) (1 credit) (CB5003015226)
Beginning and intermediate performance techniques.
Prerequisite: Audition with instructor.
Co-requisite: Dance technique class.

DANC 1210 Tap I (2-1) (2 credits)
Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DANC 1211 Tap II (2-1) (2 credits)
A continuation of DANC 1210. Introduces concepts of group and solo work.

DANC 1212, 1213, 2212, 2213 Dance Practicum (1-5) (2 credits) (CB5003015326)
A practicum in dance as a performing art.

DANC 1251, 1252, 2251, 2252 Performance I, II, III, IV
(2-2) (2 credits) (CB5003015226)
Intermediate and advanced performance techniques.
Prerequisite: Audition with instructor.
Co-requisite: Dance technique class.

DANC 2112 Dance Performance (0-3) (1 credit) (CB5003015426)
Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance. Fall only. Must be taken concurrently with DANC 2212.

DANC 2113 Dance Performance (0-3) (1 credit) (CB5003015326)
A continuation of DANC 2112. Spring only. Must be taken concurrently with DANC 2213.

DANC 2141 Ballet III (0-6) (1 credit) (CB5003015226)
A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.
Prerequisite: DANC 1142.

DANC 2142 Ballet IV (0-6) (1 credit) (CB5003015226)
Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.
Prerequisite: DANC 2141.

DANC 2303 Dance Appreciation (3-0) (3 credits) (CB5003015430)
A survey of primitive, classical and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2325 Anatomy and Kinesiology for Dance (3-0) (3 credits) (CB5003015226)
Study of the structure and function of the skeleton and musculature of the human body and its role in the dance class, with particular focus on injury prevention.

Dental Hygiene 8034

Enrollment in this program is limited to 30 places each year, and those applying for admission must make application directly to the dental hygiene program office. See the Special Admissions requirements in the Admission section of this *Catalog.*

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in applied science degree in dental hygiene. This program is accredited by the American Dental Association Commission on Dental Accreditation.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.0 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any required course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination and regional and/or state licensing exams are eligible to apply for licensure in states where they plan to practice.

DHYG 1123 Dental Hygiene Practice (0-2) (1 credit)
Practice settings for the dental hygienist including office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards and ethical standards established by the dental hygiene profession.
Prerequisite: DHYG 2201 and 2360

DHYG 1207 General and Dental Nutrition (2-1) (2 credits)
General nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health, diet, and application of counseling strategies.
Prerequisite: Acceptance into program and CHEM 1406.

DHYG 1211 Periodontology (2-0) (2 credits)
Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary practice setting.
Prerequisites: DHYG 1301, 1404 and 1431

DHYG 1215 Community Dentistry (2-1) (2 credits)
The principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation.
Prerequisites: DHYG 1227 and 1260

DHYG 1227 Preventive Dental Hygiene Care (2-0) (2 credits)
The dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented to facilitate the role of the dental hygienist as an educator.
Prerequisites: DHYG 1431 and 1304

DHYG 1235 Pharmacology for the Dental Hygienist (2-0) (2 credits)
Classes of drugs and their uses, actions, interactions, side effects, contraindications, and systemic and oral manifestations with emphasis on dental applications.
Prerequisites: CHEM 1406 and DHYG 1339

DHYG 1260 Clinical I—Dental Hygienist (0-8) (2 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: DHYG 1431 and 1404

DHYG 1301 Orofacial Anatomy, Histology and Embroyology (2-4) (3 credits)
The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.
Prerequisites: Acceptance to program and BIOL 2401 and 2402.

DHYG 1319 Dental Materials (2-2) (3 credits)
Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.
Prerequisite: Acceptance into program.

DHYG 1339 General and Oral Pathology (3-0) (3 credits)
Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.
Prerequisites: BIOL 2401, 2402, 2420, and DHYG 1301

DHYG 1404 Dental Radiology (3-3) (4 credits)
Radiation physics, hygiene, and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques.
Prerequisite: Acceptance into program.

DHYG 1431 Preclinical Dental Hygiene (2-6) (4 credits)
Foundational knowledge for performing clinical skills on patients with emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis.
Prerequisite: Acceptance into program.

DHYG 2201 Contemporary Dental Hygiene Care (2-0) (2 credits)
Dental hygiene care for the medically or dentally compromised patient with emphasis on supplemental instrumentation techniques.
Prerequisites: DHYG 1227 and 1260

DHYG 2360 Clinical II—Dental Hygienist (0-12) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: DHYG 1227 and 1260

DHYG 2362 Clinical III—Dental Hygienist (0-12) (3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisites: DHYG 2201 and 2360

Diagnostic Medical Sonography 8048

The sixteen-month associate in applied science degree is designed to prepare skilled professionals to perform diagnostic examinations, as requested by a physician, using high frequency sound waves to visualize soft tissue structures. Sonographers work in hospitals, clinics, and doctors' offices.

After successful completion of the prerequisites, the student will be eligible to apply and compete with other applicants for acceptance into the program. Enrollment is limited. Students who complete the sixteen-month curriculum will be awarded an associate in applied science degree.

All required and prerequisite courses must be completed with a grade of "C" or better. In addition, all anatomy and physiology classes must have been taken within the last five years. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMSO). The student who does not earn the minimum score may not be allowed to progress in the program.

Students who successfully complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in general physics, abdominal, and OB/GYN sonography. The sixteen-month general sonography portion of the program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For additional information, see the Selected Admission section of this *Catalog.*

Graduates from the sixteen-month associate in applied science (AAS) portion of the program will be eligible to apply for the Advanced Certificate option in Vascular Technology, consisting of an additional four months of formal instruction. Students who complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in Vascular Technology and Vascular Physics. Applicants to this program must be graduates of a twelve to eighteen month Commission on Accreditation of Allied Health Education Programs, (CAAHEP) accredited school in diagnostic medical sonography. Students who are currently enrolled in the AAS degree plan will be given preference. It is strongly recommended that students complete both the associate in applied science degree portion of the program and the

Advanced Certificate option of the program. The Vascular Technology certificate portion of the program will be available each spring. The vascular portion of the program is fully accredited by CAAHEP.

DMSO 1266 Practicum I (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1267 Practicum II (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1302 Basic Ultrasound Physics (3-0) (3 credits)
Previously DMSO 1302 Basic Acoustical Physics
Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

DMSO 1441 Introduction to Abdominopelvic Sonography (3-4) (4 credits)
Previously DMSO 1441 Ultrasound I
Study of normal cross-sectional anatomy and physiology of the abdominal/pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

DMSO 2266 Practicum III (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2303 Sonography Department Functions (3-0) (3 credits)
Focuses on the history of sonography, related diagnostic research, departmental procedures, records maintenance, professional ethics, and trends in healthcare systems.

DMSO 2345 Advanced Sonography Practices (3-0) (3 credits)
Advanced sonographic procedures and special topics. Review of previously covered material is included. Vascular methodology, case studies, and film critique are discussed.

DMSO 2353 Sonography of Superficial Structures (3-0) (3 credits)
Previously DMSO 2353 Sonography III
Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2367 Practicum IV (0-29) (3 credits) (Capstone Course)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2441 Sonography of Abdominopelvic Pathology (3-2) (4 credits)
Previously DMSO 2441 Ultrasound II
This course emphasizes pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Endocavitary sonographic anatomy and procedures including pregnancy may be discussed.

DMSO 2443 Advanced Ultrasound Physics (3-2) (4 credits)
Previously DMSO 2443 Advanced Acoustical Physics
Advanced course emphasizing the theory and practice of ultrasound principles including advances in ultrasound technology.

DMSO 2505 Sonography of Obstetrics/Gynecology (4-2) (5 credits)
Previously DMSO 2505 Sonography II
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DSVT 1300 Principles of Vascular Technology (2-2) (3 credits) (8 weeks)
Previously DSVT 1400
An introduction to non-invasive vascular technology modalities, including 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams.

DSVT 2266 Practicum I (0-28) (2 credits) (8 weeks) Previously DSVT 2366
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DSVT 2267 Practicum II (0-28) (2 credits) (8 weeks) Previously DSVT 2367
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DSVT 2300 Vascular Technology Applications (2-2) (3 credits)
Previously DSVT 2300 Noninvasive Vascular Technology
Introduction to non-invasive vascular studies, primarily using ultrasound to diagnose disease status. Emphasis on the anatomy and physiology, hemodynamics, and pathophysiology of the vascular system. The various tests and techniques for non-invasive studies of the peripheral arteries, veins, and cerebrovascular system are explored.

DSVT 2330 Vascular Technology: Cerebral Vascular Evaluation (2-2) (3 credits)
Previously DSVT 2330 Vascular Technology Evaluation of Pathology II
Study of non-invasive vascular exams with emphasis on anatomy and physiology, and pathophysiology.

DSVT 2418 Vascular Technology: Peripheral Vascular Evaluation (3-2) (4 credits)
Previously DSVT 2418 Vascular Technology Evaluation of Pathology I
Integration of basic concept and the application of non-invasive technology for the evaluation of peripheral vascular disease.

Drafting 8622

(See Engineering Design Technology)

Economics 2204

Students majoring in economics must see a Tyler Junior College academic advisor for help in completing a course plan.

ECON 2301 Principles I Macroeconomics (3-0) (3 credits) (CB4506015125)
An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested. This course is also offered via Telecourse (videotape check-out) or Internet.

ECON 2302 Principles II Microeconomics (3-0) (3 credits) (CB4506015125)
A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested. This course is also offered via Telecourse (videotape check-out) or Internet.

Education 0801

A student majoring in education must see a Tyler Junior College academic advisor for help in completing a course plan.

The Education Program offers courses leading to completion of associate of arts degrees in one of the two following fields of study. These fields of study are the first two years of a four-year bachelor of science degree which may lead to a State of Texas teaching certificate in either early childhood or middle grades education.

The early childhood certificate is intended to prepare students to teach in grades pre-K through three. The middle grades certificate prepares students to teach in grades four through eight.

EDTC 1325 Principles and Practices of Multicultural Education
(3-0) (3 credits) (CB1301015109)
Examination of the unique curriculum needs of children from diverse cultures focusing on teaching methods and materials, including the study of customs, traditions and historical background events affecting lifestyles and behavior patterns among diverse cultural groups. The course will focus on societal factors that influence culture and the decisions educators must make in designing and using curriculum, teaching strategies, and materials needed to enhance the learning environment in schools today.

EDUC 1300 Theories and Applications of Learning (3-0) (3 credits) (CB4203015125)
A study of the 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

EDUC 1301 Schools and Society (3-0) (3 credits) (CB1301015109)
Examination of the major social, economic, historical, political, and philosophical issues related to American education. Social objectives are used to provide a framework for highlighting the study of the educational setting.

TECA 1303 Family and the Community (3-0) (3 credits) (CB2001075109)
The course includes a study of the relationship between the child, family, community, and educators including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues.

TECA 1311 Introduction to Early Childhood Education
(3-0) (3 credits) (CB2002015109)
This course is designed to examine the relationships among development, experiences and practices in early childhood education. Emphasis is placed upon the investigation of theoretical influences on early childhood education—Pre-K through 3rd grades. This course focuses on developmentally appropriate practices, types of programs, historical perspective, ethics and current issues.

TECA 1318 Nutrition, Health and Safety (3-0) (3 credits) (CB2002015209)
This course includes a study of nutrition, health and safety including community health, universal health precautions, and legal implications. The course includes practical application of these principles in a variety of settings.

TECA 1354 Child Growth and Development (3-0) (3 credits) (CB1907065209)
This course offers an orientation to the study of child growth and development from conception through adolescence. The focus is on physical, cognitive, social, and emotional domains of development with emphasis on determining teacher roles, the preferred learning environment, and appropriate learning content for meeting individual differences and cultural diversities of young children.

Electronics Technology 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. Electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in microelectronics and the semiconductor industry, microcomputer applications, artificial intelligence, robotics, Lasers and fiber optics, sophisticated communications equipment and alternate energy sources have led to an increased need for electronics technicians to maintain these high-technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair equipment in electronics and related industries.

The electronics technology curriculum provides the students the opportunity to study digital electronics, microprocessors, computers, industrial automation, electronic telecommunications and electrical power.

After successful completion of the two-year program, the student receives the associate in applied science degree.

CETT 1403 (ELTE 1311) **DC Circuits** (3-3) (4 credits)
A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

CETT 1405 (ELTE 1351) **AC Circuits** (3-3) (4 credits)
A study of the fundamentals of alternating current including series and parallel AC curcuits, phasors, capacitive and inductive networks, transformers, and resonance.
Prerequisite: CETT 1403

CETT 1425 (ELTE 1321) **Digital Fundamentals** (3-3) (4 credits)
An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

CETT 1429 Semiconductors (3-3) (4 credits)
A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations of solid state devices.
Prerequisite: CETT 1405

CETT 1445 (ELTE 2333) **Microprocessor** (3-3) (4 credits)
An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, programming and discussion of appropriate software diagnostic language and tools.
Prerequisite: CETT 1449

CETT 1449 (ELTE 1322) **Digital Systems** (3-3) (4 credits)
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.
Prerequiste: CETT 1425

CETT 2439 Amplifier Analysis (3-3) (4 credits)
Advanced study of electronic amplifier applications including op-amps, video amps, and other high frequency amplifiers.
Prerequisite: CETT 1429

CSIR 1359 Digital Data Communication (2-4) (3 credits)
Introduction to the theory and troubleshooting skills needed in the digital data communication field.

EECT 1340 Telecommunications Transmission Media (2-4) (3 credits)
Fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.

EECT 1344 Telecommunications Broadband Systems (2-4) (3 credits)
A survey of telecommunications broadband transmissions systems including protocols, testing, applications, and safety practices.

EECT 2439 (ELTE 2313) **Communications Circuits** (3-3) (4 credits)
A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers.
Prerequisite: CETT 1457

EECT 2486 (ELTE 2354) **Internship—Electrical, Electronic and Communications Engineering Technology/Technician** (0-20) (4 credits)
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Completion of 24 semester credit hours in electronics or consent of the instructor.

ELMT 2433 (ELTE 1342) **Industrial Electronics** (3-3) (4 credits)
A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Presentation of programming schemes.
Prerequisites: CETT 1403 and 1405

ELMT 2437 Electronic Troubleshooting, Service and Repair (3-3) (4 credits)
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, finding test point locations from schematics or prints, application of proper test equipment for problem analysis, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and proper use of test equipment.
Prerequisites: Completion of at least 24 hours of electronics courses in the electronics technology degree plan.

RBTC 1405 (ELTE 2344) **Robotic Fundamentals** (3-3) (4 credits)
An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.
Prerequisites: CETT 1403 and CETT 1425

Emergency Medical Service Professions Program 8040

The Emergency Medical Service Professions Program offers courses for state and/or national certification and for a two-year associate degree in applied science.

The student will be eligible to apply for certification as an emergency medical technician and as a licensed paramedic. *Rules governing levels of certifications are now being revised by the Texas Department of Health, the certifying and licensing agency in Texas; therefore, offerings are subject to change as required by law.* Always consult an advisor or the director of the EMSP program prior to enrollment.

All courses of the Emergency Medical Service Professions curriculum are approved by the certifying and licensing organization, The Texas Department of Health Bureau of Emergency Management.

All courses of the Emergency Medical Service Professions Program curriculum must be completed with a "C" or better to be eligible to take state board examinations and/or National Registry of Emergency Medical Technicians examinations. **A "C" average in the EMT-Basic certificate curriculum is required for acceptance into the A.A.S. Paramedic curriculum program.**

Credit by exam for EMSP students is determined on an individual basis and requires approval by the dean and the department chair. Interested students should contact the EMSP department chair for information on qualifying criteria.

Enrollment in this program may be limited. See the Special Admissions requirements in the Admission section of this *Catalog.*

EMSP 1145 Basic Trauma Life Support for Paramedics and Advanced EMS Providers (0-3) (1 credit)
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

EMSP 1149 Pre-Hospital Trauma Life Support (0-3) (1 credit)
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

EMSP 1166 Practicum–EMT (0-0-7) (1 credit)
EMSP 1167 Paramedic Practicum (0-0-7) (1 credit)
EMSP 1168 Paramedic Practicum II (0-0-7) (1 credit)
EMSP 1169 Paramedic Practicum III (0-0-8) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EMSP 1191 Special Topics (1-0) (1 credit)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

EMSP 1205 Emergency Care Attendant (1-3) (2 credits)
First responder course in emergency medical care. Emphasis on requirements of national and state accrediting agencies.

EMSP 1355 Trauma Management (2-2) (3 credits)
A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

EMSP 1338 Introduction to Advanced Practice (3-1) (3 credits)
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1356 Patient Assessment and Airway Management (2-3) (3 credits)
A detailed study of the knowledge and skills required to perform patient assessment and airway management.

EMSP 1501 Emergency Medical Technician–Basic (4-4) (5 credits)
Introduction to the level of Emergency Medical Technician (EMT)–Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

EMSP 2135 Advanced Cardiac Life Support (0-2) (1 credit)
Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

EMSP 2166 Paramedic Practicum IV (0-0-7) (1 credit)
EMSP 2167 Paramedic Practicum V (0-0-7) (1 credit)
EMSP 2268 Paramedic Practicum VI (0-0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EMSP 2171 Pediatric Care (Local Needs) (0-2) (1 credit)
A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.

EMSP 2243 Assessment Based Management (1-3) (2 credits)
The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

EMSP 2300 Methods of Teaching (3-2) (3 credits)
Instruction in teaching methodology for instructors of emergency medical services.

EMSP 2330 Special Populations (2-3) (3 credits)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

EMSP 2338 Emergency Medical Services Operations (2-3) (3 credits)
A detailed study of the knowledge and skills to safely manage the scene of an emergency.

EMSP 2348 Emergency Pharmacology (2-4) (3 credits)
A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

EMSP 2434 Medical Emergencies (3-4) (4 credits)
A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

EMSP 2444 Cardiology (3-4) (4 credits)
A detailed study of the knowledge and skills in the assessment and management of patients with cardiac emergencies.

Engineering 0901

A student majoring in engineering must see a Tyler Junior College academic advisor for help in completing a course plan.

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

In order for a student to follow a four-year program for a degree in engineering, it is desirable that the student take Calculus I with analytic geometry (Mathematics 2313) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take precalculus (Mathematics 2412) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

ENGR 1101 Introduction to Engineering (ENGR 1110: 92–93)
(1-0) (1 credit) (CB1401015110)
Fields and opportunities within the scope of professional work.
Prerequisite: MATH 2412

ENGR 1304 Engineering Design Graphics I (2-4) (3 credits) (CB4801015102)
An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications. (Designed for engineering majors)

ENGR 2301 Engineering Mechanics I (Statics) (3-0) (3 credits) (CB1411015210)
Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.
Prerequisites: Credit or registration for MATH 2314 and PHYS 2425.

ENGR 2302 Engineering Mechanics II (Dynamics) (3-0) (3 credits) (CB1411015310)
Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.
Prerequisites: ENGR 2301 and credit or registration for MATH 2315.

ENGR 2304 Computing for Engineers (3-1) (3 credits) (CB1102015207)
Algorithms, programs and computers in engineering applications with numerical analysis using C++ language.
Prerequisite: Credit or registration for MATH 2314.

ENGR 2305 Circuits I for Electrical Engineering (3-1) (3 credits) (CB1410015110)
Principles of electrical circuits and systems. DC, transient, and sinusoidal steady state analysis. For electrical and all other engineering majors.
Prerequisites: PHYS 2426 and credit or registration for MATH 2314.

Engineering Design Technology 8622

High technology and personal computers have revolutionized the design processes of American industry. Technical designers use the PC to prepare clear, complete, and accurate working plans, detail drawings, sketches, illustrations, and charts. The Engineering Design Technology program provides the student the opportunity to study architectural, machine, pipe, and structural design. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree. A specialized program in process piping design is also available.

DFTG 1315 Architectural Blueprint Reading (3-0) (3 credits)
The fundamentals of blueprint reading for the construction industry will be examined. Topics include identifying the symbols, terminology, and standard abbreviations; explaining the sequence of drawing organization; and interpreting construction drawings and scales.

DFTG 1321 Architectural Illustration (2-4) (3 credits)
Architectural drawing and sketching including freehand drawing, perspectives, delineation in various media and development of students' graphical expression, including an introduction to various reproduction methods.
Prerequisite: DFTG 2412

DFTG 1373 Process Piping Design III (2-4) (3 credits)
An advanced course in process piping design. Topics include developing process and instrumentation diagrams (P&IDs), process flow diagrams, mechanical flow diagrams, and utility flow diagrams.
Prerequisite: DFTG 1472

DFTG 1405 (CADD 1311) **Technical Drafting** (3-3) (4 credits)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Computer-aided drafting applications are used to illustrate processes used in the drafting industry.
Prerequisite: DFTG 1409 or concurrent enrollment.

DFTG 1409 (CADD 1431) **Basic Computer-Aided Drafting** (3-3) (4 credits)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

DFTG 1417 (CADD 2343) **Architectural Drafting—Residential** (3-3) (4 credits)
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.
Prerequisite: DFTG 1409

DFTG 1470 (CADD 1492) **Introduction to MicroStation** (3-3) (4 credits)
An introduction to the Intergraph MicroStation computer-aided drafting software package, including design fundamentals, 2D and 3D views, plotting and advanced operations.

DFTG 1471 Process Piping Design I (3-3) (4 credits)
An introductory course in process piping design. Topics include piping terminology, functions of different piping equipment, hand lettering and sketching, using approved piping symbols, using piping specifications, different types of valves and pipe fittings, computing pipe dimensions using various pipe fittings and creating blocks for piping symbols for CAD.

DFTG 1472 Process Piping Design II (3-3) (4 credits)
An intermediate course in process piping design. Topics include reading flow diagrams, identifying instrumentation and flow diagram symbols, the logical order of flow diagrams, developing block symbols for flow diagrams, drawing sample flow diagrams with CAD and applying ANSI, OSHA and EPA codes that govern piping.
Prerequisite: DFTG 1471

DFTG 2306 Machine Design (2-4) (3 credits)
Theory and practice of design. Projects in problem solving including, press fit, bolted and welded joints, and transmission components.
Prerequisite: DFTG 2402

DFTG 2310 (CADD 2373) **Structural Drafting** (2-4) (3 credits)
Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.
Prerequisite: DFTG 1409

DFTG 2332 (CADD 2334) **Advanced Computer-Aided Drafting** (2-4) (3 credits)
Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. Utilizes student's basic knowledge of computer software and operations to complete computer-aided problems.
Prerequisite: 24 semester credit hours in DFTG courses or consent of instructor.

DFTG 2340 Solid Modeling/Design (2-4) (3 credits)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.
Prerequisite: DFTG 1409

DFTG 2345 Advanced Pipe Drafting (2-4) (3 credits)
A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.
Prerequisite: DFTG 2423

DFTG 2386 Internship—Drafting (0-10) (3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: 30 semester credit hours in DFTG courses or consent of the instructor.

DFTG 2402 (CADD 1432) **Machine Drafting** (3-3) (4 credits)
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.
Prerequisite: DFTG 1409

DFTG 2412 (CADD 1321) **Technical Illustration** (3-3) (4 credits)
Topics include pictorial drawing including isometrics, obliques, perspectives, charts and graphs, shading, and use of different media.

DFTG 2417 Descriptive Geometry (3-3) (4 credits)
Graphical solutions to problems involving points, lines, and planes in space. Includes developing the ability to visualize spatial relationships; develop sequential thinking, set patterns of analysis; and spatial visualization through problem solving.
Prerequisite: DFTG 1409 or concurrent enrollment.

DFTG 2423 (DFTG 1444) **Pipe Drafting** (3-3) (4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.
Prerequisite: DFTG 1405

DFTG 2428 Architectural Drafting—Commercial (3-3) (4 credits)
Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.
Prerequisite: DFTG 1409

SCIT 1418 Applied Physics I (3-3) (4 credits)
An introduction to physics for students who have limited backgrounds in science and mathematics. Topics include motion, solid mechanics and fluid mechanics, properties of matter, heat, and thermodynamics.

English 2204D

A student majoring in English must see a Tyler Junior College academic advisor for help in completing a course plan.

ENGL 0301 College Preparatory English I (3-0) (3 credits) (CB3201085312)
Developmental course covering written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph development using standard American English. *(Required of students who do not present qualifying TASP or alternative TASP writing test scores.)*

ENGL 0302 College Preparatory English II (3-0) (3 credits) (CB3201085312)
Developmental course covering review of basic sentence skills with emphasis on writing logically developed paragraphs and short essays in standard American English. *(Required of students who do not present qualifying TASP or alternative TASP writing test scores.) Students who have completed ENGL 0302 before the Fall 2003 term are considered to have completed all English developmental coursework.*

ENGL 0303 College Preparatory English III (3-0) (3 credits) (CB3201085312)
Developmental course covering review of sentence skills with emphasis on writing advanced paragraphs and medium length essays in standard American English. Focus on writing skills necessary for TASP and ENGL 1301. *(Required of students who do not present qualifying TASP or alternative TASP writing test scores.)*

ENGL 1111 Creative Writing Workshop (1-0) (1 credit) (CB2305015112)
This course focuses on incorporating and enhancing creativity in all types of writing. This is an elective course that will not substitute for any required English course.

ENGL 1301 Composition and Rhetoric (3-0) (3 credits) (CB2304015112)
Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.
Prerequisite: Qualifying TASP or alternative TASP writing test scores or completion of ENGL 0302 or its equivalent with a grade of "C" or higher.

ENGL 1302 Composition and Rhetoric (3-0) (3 credits) (CB2304015112)
A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.
Prerequisite: ENGL 1301

ENGL 2189 Academic Cooperative—English (1-2) (1 credit) (CB2401035212)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of English language and literature.
(**NOTE**: An individual student may only accumulate a total of 3 credit hours selected from ARTS 2189, COMM 2189, ENGL 2189, HIST 2189, PSYC 2189, SOCI 2189.)

ENGL 2307 Creative Writing (3-0) (3 credits) (CB2305015112)
Focuses on short fiction and/or poetry. Includes major writers, literary and technical genres and basics of publication. An elective course that will not substitute for any required English course.
Prerequisite: ENGL 1301

ENGL 2311 Technical Report Writing (3-0) (3 credits) (CB2311015112)
Techniques of objective reporting on technical material; principles of technical exposition and research, including format standards, audience analysis, graphics, and language; writing samples and components of technical reports, including abstracts, proposals, and manuals. Directed study of employment search, including résumé samples and interview guidelines.
Prerequisite: ENGL 1301

ENGL 2322 British Literature (3-0) (3 credits) (CB2308015112)
A survey of the major works, writers and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.
Prerequisites: ENGL 1302 or 2311 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

ENGL 2323 British Literature (3-0) (3 credits) (CB2308015112)
A survey of the major works, writers and themes of English literature beginning with the Romantic period poetry and continuing to the twentieth century emphasizing extensive reading and class discussions.
Prerequisites: ENGL 1302 or 2311 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

ENGL 2327 American Literature (ENGL 2326 in 92-93) (3-0) (3 credits) (CB2307015112)
A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.
Prerequisites: ENGL 1302 or 2311 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

ENGL 2328 American Literature (ENGL 2327 in 92-93) (3-0) (3 credits) (CB2307015112)
A survey of representative writers and literary trends from the Period of Realism to the present.
Prerequisites: ENGL 1302 or 2311 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

ENGL 2332 World Literature (ENGL 2331 in 92-93) (3-0) (3 credits) (CB2303015212)
A study of the masterpieces of Western world literature from Homer through the Renaissance.
Prerequisites: ENGL 1302 or 2311 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

ENGL 2333 World Literature (ENGL 2332 in 92-93) (3-0) (3 credits) (CB2303015212)
A study of the masterpieces of Western world literature from the Neoclassic Period to the twentieth century, advanced composition and formal research paper.
Prerequisites: ENGL 1302 or 2311 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

ENGL 2352 Selected Studies in Literature (3-0) (3 credits) (CB2303015312)
Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.
Prerequisite: Students without ENGL 1302 credit must enroll in ENGL 1302 concurrently with this course.

ENGL 2353 Selected Studies in Literature (3-0) (3 credits) (CB2303015312)
Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.
Prerequisite: Students without ENGL 1302 credit must enroll in ENGL 1302 concurrently with this course.

English as a Second Language

ESOL 0311 ESL English I (3-0) (3 credits) (CB3201085712)
Development of controlled paragraphs using a variety of organizational structures and logic patterns of English. Introduces basic elements of English grammar.

ESOL 0312 ESL English II (3-0) (3 credits) (CB3201085712)
Process of paragraph writing and the characteristics of effective paragraph structure. Reviews grammar points from ESOL 0311 and introduces adverb, adjective and noun clauses.

ESOL 0313 ESL English III (3-0) (3 credits) (CB3201085712)
Modes of discourse in expository writing for academic purposes. Reviews grammar points from ESOL 0311 and ESOL 0312 and analyzes complex elements of those points.

ESOL 0321 ESL Reading I (3-0) (3 credits) (CB3201085612)
Specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion and the use of campus resources such as labs and libraries.

ESOL 0322 ESL Reading II (3-0) (3 credits) (CB3201085612)
Continuation of language development through reading comprehension and vocabulary building. Introduction of paragraph organization, idiom study and adaptation of reading rate for different purposes.

ESOL 0323 ESL Reading III (3-0) (3 credits) (CB3201085612)
Continuation of concepts taught in previous reading classes with more emphasis on reading skills and critical thinking skills relating to academic topics and literature.

ESOL 0331 ESL Listening/ Speaking I (3-0) (3 credits) (CB3201085512)
Development of public/academic speaking skills and the preparation of oral presentations requiring formal rhetorical skills. (Intonation and stress patterns are practiced.)

ESOL 0332 ESL Listening/ Speaking II (3-0) (3 credits) (CB3201085512)
Development of intermediate academic speaking skills through situational activities. Expressing ideas in small groups and learning to understand and react appropriately to ideas expressed by others.

Fire Protection Technology 6821

This two-year program leads to the associate in applied science degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection.

FIRT 1301 (FIRE 1311) **Fundamentals of Fire Protection** (3-0) (3 credits)
Study of the philosophy, history and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private protection, legislative development, departmental organization, training and staffing.

FIRT 1303 (FIRE 2313) **Fire and Arson Investigation I** (3-0) (3 credits)
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1307 (FIRE 1324) **Fire Prevention Codes and Inspections** (3-0) (3 credits)
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

FIRT 1309 (FIRE 2311) **Fire Administration I** (3-0) (3 credits)
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1315 (FIRE 2314) **Hazardous Materials I** (3-0) (3 credits)
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1329 (FIRE 2312) **Building Codes and Construction** (3-0) (3 credits)
Examination of building codes and requirements, construction types, and building materials. Topics include walls, flooring, foundations, and various roof types and the associated dangers of each.

FIRT 1331 (FIRE 2315) **Firefighting Strategies and Tactics I** (3-0) (3 credits)
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 1333 (FIRE 1309) **Fire Chemistry I** (3-0) (3 credits)
Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes.

FIRT 1334 (FIRE 1329) **Fire Chemistry II** (3-0) (3 credits)
Introduction to the chemistry of carbon compounds as related to the fire service with primary emphasis on the hydrocarbons. Topics include alcohols, phenols, halogen compounds, and ethers with application to various industrial processes.

FIRT 1336 (FIRE 1318) **Fire Insurance Fundamentals** (3-0) (3 credits)
Examination of the relationship between fire defenses, fire losses, and insurance rates. In-depth study of the insurance grading system.

FIRT 1338 (FIRE 1323) **Fire Protection Systems** (3-0) (3 credits)
Study of fire detection, alarm, and extinguishing systems.

FIRT 1345 (FIRE 2324) **Hazardous Materials II** (3-0) (3 credits)
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.
Prerequisites: FIRT 1315 and 1333

FIRT 1347 (FIRE 1312) **Industrial Fire Protection** (3-0) (3 credits)
Study of industrial emergency response teams and specific concerns related to business and industrial facilities.

FIRT 1349 (FIRE 2321) **Fire Administration II** (3-0) (3 credits)
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

FIRT 1353 (FIRE 1319) **Legal Aspects of Fire Protection** (3-0) (3 credits)
Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties.

FIRT 2333 (FIRE 2323) **Fire and Arson Investigation II** (3-0) (3 credits)
Continuation of Fire and Arson Investigation I. Topics include reports, court room demeanor, and expert witnesses.
Prerequisites: FIRT 1303 and consent of department chair.

FIRT 2388 Internship—Fire Protection Safety Technology/Technician (1-17) (3 credits) (Capstone)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

FIRT 2389 (FIRE 2325) **Internship—Fire Protection and Safety Technology/ Technician** (Capstone) (1-17) (3 credits)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Sophomore standing

Foreign Languages 2204A

A student majoring in foreign languages must see the foreign language department chair or an academic advisor for help in completing a course plan. A student having 2 years of a high school foreign language may receive up to 8 hours credit by CLEP. Contact the Tyler Junior College Testing Center.

French

FREN 1300 Conversational French I (3-0) (3 credits) (CB1609015413)
An introduction to French language and culture through conversational patterns using audio-visual and communicative materials with emphasis on oral performance; for beginning students.

FREN 1310 Conversational French II (3-0) (3 credits) (CB1609015413)
A continuation of FREN 1300.
Prerequisite: FREN 1300 or equivalent.

FREN 1411 Elementary French I (3-2) (4 credits) (CB1609015113)
An audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

FREN 1412 Elementary French II (3-2) (4 credits) (CB1609015113)
A continuation of FREN 1411.
Prerequisite: FREN 1411 or equivalent.

FREN 2311 Intermediate French I (3-0) (3 credits) (CB1609015213)
An intensive review of French grammar, through readings in history, language and culture with audio cassettes and film; emphasis on oral language skills; conducted mainly in French.
Prerequisite: FREN 1412 or equivalent.

FREN 2312 Intermediate French II (3-0) (3 credits) (CB1609015213)
A continuation of FREN 2311.
Prerequisite: FREN 2311 or equivalent.

German

GERM 1411 Elementary German I (3-2) (4 credits) (CB1605015113)
The audio-lingual and communicative approach with extensive use of audio cassettes to teach all facets of the language in a cultural setting; for beginning students.

GERM 1412 Elementary German II (3-2) (4 credits) (CB1605015113)
A continuation of GERM 1411.
Prerequisite: GERM 1411 or equivalent.

Spanish

SPAN 1300† Conversational Spanish (3-0) (3 credits) (CB1609055413)
An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual and communicative materials with an emphasis on oral performance; for beginning students.

SPAN 1310† Conversational Spanish (3-0) (3 credits) (CB1609055413)
A continuation of SPAN 1300.
Prerequisite: SPAN 1300 or equivalent.

SPAN 1411 (SPN 114) **Elementary Spanish I** (3-2) (4 credits) (CB1609055113)
The audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

SPAN 1412 (SPN 124) **Elementary Spanish II** (3-2) (4 credits) (CB1609055113)
A continuation of SPAN 1411.
Prerequisite: SPAN 1411 or equivalent.

SPAN 2306 Conversational Spanish (3-0) (3 credits) (CB1609055413)
A continuation of Spanish 1310. This course is only offered through instructional television. Only 6 semester hours of Conversational Spanish is permitted for the degree program.
Prerequisite: Consent of the instructor.

SPAN 2311 (SPN 213) **Intermediate Spanish I** (3-0) (3 credits) (CB1609055213)
Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video and communicative format; conducted mainly in Spanish.
Prerequisite: SPAN 1412 or equivalent.

SPAN 2312 (SPN 223) **Intermediate Spanish II** (3-0) (3 credits) (CB1609055213)
A continuation of SPAN 2311. Includes a novel of a major Hispanic author along with a more in-depth look at verbal patterns.
Prerequisite: SPAN 2311 or equivalent.

SPAN 2316 Conversational Spanish for Health Professionals
(3-0) (3 credits) (CB1609055413)
An introductory course for health professionals providing essential insight into the cultural make-up of Spanish speakers while manipulating medical terminology in a cultural context.
Prerequisite: Consent of the instructor.

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†*Student can only receive 6 hours maximum credit in Conversational Spanish.*

SIGN LANGUAGE NOTE: Many colleges/universities (including Tyler Junior College) accept Sign Language (SGNL) classes as modern or foreign language. Students should check with their senior institution regarding transferability. For more information on Tyler Junior College sign language classes, please see page 199.

Forestry 0100B

A student majoring in forestry must see a Tyler Junior College academic advisor for help in completing a course plan.

Forestry is the scientific management of forest lands for the continuous production of goods and services. Through application of knowledge, forestry enhances as well as maintains and protects forest environments. The field of forestry encompasses timber, water, wildlife, range and recreation resources as well as aesthetic values associated with forestlands. As managers, foresters are among the first conservationists to directly improve the quality of the forested environment.

FORE 1301 Introduction to Forestry (2-3) (3 credits) (CB0305069101)
Introduction to forest plant and animal communities and the importance of forest resource management. (Field trips required)

FORE 1314 Dendrology (2-3) (3 credits) (CB0305069101)
Identification, distribution and silvicultural characteristics of angiosperms and gymnosperms. (Field trips required)

FORE 2309 Forest Ecology (2-3) (3 credits) (CB0305019101)
Climate, edaphic and biotic factors, and their relation to woody plant growth and development. (Field trips required)

Geographic Information Systems Technology 4507

A geographic information system (GIS) uses computers and software to explore the fundamental principle of geography—location is important in people's lives. GIS helps to locate new businesses, track environmental degradation, route trucks, help farmers grow healthier crops and in many other problem-solving applications.

GIS technicians use their knowledge of geography and specialized computer software to create GIS computer products used by government and industry. Since every area of geography on the earth is unique, all GIS maps and databases are unique and must be created by skilled GIS technicians.

The GIS program at TJC offers an AAS in Geographic Information Systems Technology to prepare graduates for work in this challenging and growing career specialty. A certificate of proficiency in GIS is available for those who already have a bachelors degree or a technical associates degree.

CRTG 1381 Cooperative Education—Cartography (1-20) (3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Consent of the instructor.

CRTG 1401 Cartography and Geography in GIS and GPS (3-3) (4 credits)
Introduction to the principles of cartography and geography. Emphasis on global reference systems and the use of satellites for measurements and navigation.

CRTG 1411 Introduction to Geographic Information Systems and Global Positioning Systems (3-3) (4 credits)
Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

CRTG 1421 Introduction to Raster-Based GIS (3-3) (4 credits)
Instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data.
Prerequisites: CRTG 1401 or 1411

CRTG 1491 Special Topics in Cartography (3-3) (4 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to geographic information systems technology and relevant to the professional development of the student. Additional GIS software not used in other program courses will be introduced.
Prerequisite: CRTG 1411

CRTG 2401 Data Acquisition and Analysis in GIS (3-3) (4 credits)
Study of the management of geographic information, system life cycles, and costs and benefits. Topics include demographic management and institutional issues such as data providers, data management, combination of attribute and graphical data, information storage and access, Texas and national standards for spatial data and applications of GIS for demographic modeling and analysis.
Prerequisite: CRTG 1421

CRTG 2411 Workplace GIS (3-3) (4 credits)
Application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning Systems (GPS) fieldwork required for lab.
Prerequisite: CRTG 1401 or 1411

Geography 0099

A student majoring in geography must see a Tyler Junior College academic advisor for help in completing a course plan.

GEOG 1301 Physical Geography (3-0) (3 credits) (CB4507015125)
Studies the physical elements that have shaped the present physical environments of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, and mapping.

GEOG 1303 World Geography (3-0) (3 credits) (CB4507015325)
Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions; special emphasis on selected regions and countries. This course is also offered through the Internet.

Geology 0401B

A student majoring in geology must see a Tyler Junior College academic advisor for help in completing a degree plan. Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

GEOL 1401 Earth Science (3-3) (4 credits) (CB4007035103)
Studies physical geologic processes modifying the earth's surface and historically retraces the physical and life history of the earth. Lab work includes the study of minerals, rocks and fossils. Especially suited for education majors.

GEOL 1403 Physical Geology (3-3) (4 credits) (CB4006015103)
Reviews physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in map reading, identification of rocks and minerals.

GEOL 1404 Historical Geology (3-3) (4 credits) (CB4006015103)
Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life.

GEOL 1405 Environmental Geology (3-3) (4 credits) (CB0301025301)
A study of the interrelation of man and his geologic environment; includes current topics related to the conservation and utilization of natural resources.

Government 2204B

A student majoring in government must see a Tyler Junior College academic advisor for help in completing a course plan.

GOVT 2305 American Government (GOVT 2302 in 92–93)
(3-0) (3 credits) (CB4510025125)
A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. This course is also offered through Telecourse (videotape check-out) and Internet.
Prerequisite: Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

GOVT 2306 American State Government (GOVT 2301 in 92-93)
(3-0) (3 credits)(CB4510025125)
Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. This course is also offered through Telecourse (videotape check-out) and Internet.
Prerequisite: Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

Graphic Arts/Photography 6238

Students completing this program may receive a certificate of proficiency or the Associate's degree in Applied Science. The AAS degree plan is a two-year postsecondary technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts or commercial photography.

ARTC 1302 Digital Imaging I (2-4) (3 credits)
Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions.
Prerequisite: GRPH 1359

ARTC 1313 Digital Publishing I (2-4) (3 credits)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 2305 Digital Imaging II (2-4) (3 credits)
Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.
Prerequisite: ARTC 1302

ARTC 2313 Digital Publishing II (2-4) (3 credits)
Layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.
Prerequisite: ARTC 1313

ARTC 2348 Digital Publishing III (2-4) (3 credits)
A project-based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques.
Prerequisite: ARTC 1313

GRPH 1305 (GRAA 1302) **Introduction to Graphic Arts and Printing** (3-0) (3 credits)
An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data.

GRPH 1359 (GRAA 1328) **Object Oriented Computer Graphics** (2-4) (3 credits)
Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art are included.
Prerequisite: ARTC 1313

GRPH 2282 (GRAA 2238) **Cooperative Education—Graphic and Printing Equipment Operator** (1-8) (2 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.
Prerequisite: Sophomore level and approval of department chair and an approved business.

GRPH 2336 Prepress Techniques (2-4) (3 credits)
Hands-on experiences in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning.
Prerequisite: GRPH 1305

IMED 1301 Introduction to Multimedia (2-2) (3 credits)
A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations.

IMED 1316 Web Page Design I (2-4) (3 credits)
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.
Prerequisites: ARTC 1313 and ARTC 1302

IMED 2311 (GRPH 1396 or GRAA 2325) **Portfolio Development** (2-4) (3 credits)
Emphasis on preparation and enhancement of portfolio to meet professional standards, professional organizations, presentation skills, and job-seeking techniques. This is a CAPSTONE course.
Prerequisite: Course should be taken in last semester of degree or certificate program.

PHTC 1306 Fashion Photography (2-4) (3 credits)
An exploration of fashion photography in terms of trends and techniques included in studio and location work. Emphasis on model direction and lighting control.
Prerequisite: PHTC 1311

PHTC 1311 (GRAA 1301) **Fundamentals of Photography** (2-4) (3 credits)
An introduction to film exposure and development, basic enlarging, composition, darkroom technique, flash usage, and use of exposure meters and filters.

PHTC 1341 (GRAA 2303) **Color Photography I** (2-4) (3 credits)
Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color.
Prerequisite: PHTC 2301

PHTC 1343 Expressive Photography (2-4) (3 credits)
A study of formal, professional, and individual uses of photography by applying photographic technology to personalized needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision.
Prerequisite: PHTC 2301

PHTC 1345 (GRAA 2301) **Illustrative Photography I** (2-4) (3 credits)
Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques or production photography, reproduction principles, illustrative techniques, and advertising.
Prerequisite: PHTC 2301

PHTC 1349 Photo Digital Imaging I (2-4) (3 credits)
Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation.

PHTC 1351 Photojournalism I (2-4) (3 credits)
Presentation of photographic techniques used by photojournalists in newspapers, magazines, and trade publications including news, feature, sports, editorial portraits, and photo essays. Includes a study of layout design and the freelance market.
Prerequisite: PHTC 1311

PHTC 1353 (GRAA 2321) **Portraiture I** (2-4) (3 credits)
A study of the photographic principles applied to portriat lighting, posing, printing, and subject rapport.
Prerequisite: PHTC 1311

PHTC 1391 Special Topics in Commercial Photography (2-4) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

PHTC 2301 (GRAA 1321) **Intermediate Photography** (2-4) (3 credits)
Study of advanced exposure and printing techniques, archival printing, toning, and printing for maximum print quality. Introduction to a variety of camera formats.
Prerequisite: PHTC 1311

PHTC 2331 Architectural Photography (2-4) (3 credits)
Study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.
Prerequisites: PHTC 1311 and 1345

PHTC 2335 (GRAA 1303) **Basic Camera Techniques** (3-0) (3 credits)
A non-darkroom course that explores how to operate and better utilize a conventional or digital camera. Introduction to the proper use of photographic equipment such as flash and tripod to enhance picture taking.

PHTC 2345 (GRAA 2329) **Illustrative Photography II** (2-4) (3 credits)
A continuation of the study of commercial photographic principles with emphasis on enhancing technical and creative quality.
Prerequisite: PHTC 1345

Health and Kinesiology 0835

Athletic Training Option 0835A
Health Studies Option 0835B
Kinesiology Option 0835C

A student majoring in health and/or kinesiology must see a Tyler Junior College academic advisor for help in completing a degree plan.

The purpose of health and kinesiology education is to provide the first two years of a bachelor's degree. Students who pursue this major may become professionals in careers related to kinesiology, sport sciences, health, and athletic training.

The Certified Athletic Trainer is a highly educated and skilled professional specializing in athletic health care. In cooperation with physicians and other allied health personnel, the athletic trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs and other athletic health care settings.

The NATA (National Athletic Trainers' Association) has set forth a core curruculum meant to prepare a student for a career in athletic training. These courses include nutrition, prevention and care of athletic injuries, anatomy and physiology, personal/community health, first aid/CPR, and athletic practicum. The Tyler Junior College Athletic Training program articulates to senior colleges that offer an accredited bachelor of science degree in athletic training.

Enrollment in the Tyler Junior College Athletic Training program is limited. Students should contact the Head Athletic Trainer for application information.

INJURY DISCLAIMER—The College will not pay for medical expenses incurred by a student injured in a class-related activity.

KINE 1101 (PHED 1101) **Physical Fitness and Health Concepts**
(1-2) (1 credit) (CB3601085123)
Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

Health and Kinesiology activity courses are offered in these areas:

KINE 1102 (PHED 1102) **Athletics Conditioning** (0-3) (1 credit) (CB3601085123)
Conditioning for first semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

KINE 1103 (PHED 1103) **Athletics Conditioning** (0-3) (1 credit) (CB3601085123)
Conditioning for second semester, freshman year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

KINE 1104 (PHED 1104) **Physical Conditioning** (0-3) (1 credit) (CB3601085123)
The course will develop aerobic endurance, muscular strength and flexibility.

KINE 1105 (PHED 1105) **Non-Swimmers** (0-3) (1 credit) (CB3601085123)
A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

KINE 1106 (PHED 1106) **Intermediate Swimming** (0-3) (1 credit) (CB3601085123)
Designed for students with some deep water swimming ability; focuses on basic stroke improvement; successful students will achieve at least the A.R.C. Intermediate Swim level.

KINE 1107 (PHED 1107) **Tennis I** (0-3) (1 credit) (CB3601085123)
Tennis is an individual as well as partner sport skill course. The emphasis of this course is in instruction and practice of beginning tennis techniques and skills. The student will be introduced to the rules, strategy, and safety aspects needed to enjoy the game of tennis.

KINE 1112 Horsemanship I (0-3) (1 credit) (CB3601085123)
An experiential course with emphasis on the instruction and practical aspects of basic skills, safety, concepts, and equipment commonly associated with owning, caring for, and enjoying horse related activities. Topics include tack selection, care and use, grooming, and general care and feeding, as they apply to keeping and/or caring for a horse. Special emphasis will be given to developing proper riding skills and techniques. Additional fee is required.

KINE 1125 (PHED 1125) **Water Exercise I** (0-3) (1 credit) (CB3601085123)
Beginning Water Exercise is an introductory course which is designed to introduce the student to basic fitness concepts and exercises which can be accomplished in the water. The course involves the concepts of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.

KINE 1126 (PHED 1126) **Water Exercise II** (0-3) (1 credit) (CB3601085123)
Intermediate Water Exercise is a continuation of the introductory Water Exercise Course. The student will continue to learn additional fitness concepts and water exercises. The course includes the topics of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.
Prerequisite: Water Exercise I

KINE 1140 Outdoor Recreation I (0-3) (CB3601085123)
Basic level skills in various outdoor recreational pursuits are presented as well as etiquette, safety, strategy and conditioning activities where appropriate. Basic principles and function of recreation in American society are covered.

KINE 1141 Special Topics in Lifetime Activities I (0-3) (CB3601085123)
Basic level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.

KINE 1142 Rockclimbing I (0-3) (1 credit) (CB3601085123)
An outdoor activity course designed to teach the basic skills, safety techniques, concepts, and equipment used in rockclimbing. Additional fee is required.

KINE 1143 Outdoor Adventure Programs (0-3) (1 credit) (CB3601085123)
An outdoor adventure course that explores the concepts of group dynamics through participation in adventure activities. Emphasis is on the instruction and practice of basic outdoor skills as they apply to a variety of adventure activities. Additional fee is required.

KINE 1144 Paddlesports I (0-3) (CB3601085123)
An outdoor activity course designed with emphasis on instruction, safety, and practice in the basic skills, concepts, and equipment used in flatwater and whitewater canoeing, kayaking and/or rafting. Additional fee is required.

KINE 1145 Backcountry Expeditioning I (0-3) (CB3601085123)
An experiential outdoor adventure course with emphasis on the instruction and practical aspects of basic skills associated with extended travel and living in remote and/or wilderness environments. Topics include group dynamics, nutrition, health and sanitation, navigation, and specialized travel techniques. Additional fee is required.

KINE 1150 Belle Conditioning (0-4) (1 credit) (CB3601145130)
Conditioning for first semester, freshman year of Apache Belles.

KINE 1151 Belle Conditioning (0-4) (1 credit) (CB3601145130)
Conditioning for second semester, freshman year of Apache Belles.

KINE 2101 (PHED 2101) **Athletics Conditioning** (0-3) (1 credit) (CB3601085123)
Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

KINE 2102 (PHED 2102) **Athletics Conditioning** (0-3) (1 credit) (CB3601085123)
Conditioning second semester for sophomore year of extracurricular activities such as varsity football, basketball, tennis, and Apache Band, cheerleadering, soccer, volleyball, baseball, golf, and athletic training.

KINE 2103 (PHED 2103) **Tennis II** (0-3) (1 credit) (CB3601085123)
Tennis II is an individual as well as partner skill course. The emphasis of this course is in instruction and practice of intermediate tennis skills and techniques. The student will learn and use intermediate tennis strategies.
Prerequisite: Tennis I

KINE 2104 (PHED 2104) **Adaptive Physical Conditioning** (0-3) (1 credit) (CB3601085123)
Designed for students with unique physical needs.

KINE 2105 (PHED 2105) **Scuba I** (0-3) (1 credit) (CB3601085323)
Leads to PADI certification which will enable the rental of scuba gear. Additional fee is required.

KINE 2106 (PHED 2106) **Softball I** (0-3) (1 credit) (CB3601085123)
Introduction to softball; teaches fundamentals of fielding and batting.

KINE 2108 (PHED 2108) **Basketball I** (0-3) (1 credit) (CB3601085123)
Basketball I is a beginning basketball skills course. The emphasis of this course is in instruction and practice of beginning basketball techniques and skills. The student will be introduced to the rules, strategy, and safety aspects needed to enjoy playing basketball.

KINE 2109 (PHED 2109) **Weight Training I** (0-3) (1 credit) (CB3601085123)
Instruction with emphasis on participation in specific activities. Weight Training I is a fitness course. Students participate in a beginning level muscular strength and endurance program. Students will be introduced to multiple exercises for each muscle group, various workout organizations, proper training principles and techniques. Flexibility exercises are also presented. This activity course stresses the health and fitness concepts of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.

KINE 2110 (PHED 2110) **Archery I** (0-3) (1 credit) (CB3601085123)
Archery is an individual sports skills course. The emphasis of this course is in instruction and practice of beginning archery techniques and skills. The student will be introduced to the equipment and safety aspects needed to enjoy archery. Additionally, the student will be presented with the fundamentals of holding the bow, drawing the bow, gripping the string, and scoring archery.

KINE 2111 (PHED 2111) **Soccer I** (0-3) (1 credit) (CB3601085123)
Introduction to soccer covering position, basic rules, and basic ball skills.

KINE 2112 Horsemanship II (0-3) (1 credit) (CB3601085123)
An experiential course with emphasis on the instruction and practical aspects of advanced skills, safety, concepts, and equipment commonly associated with owning, caring for, and enjoying horse related activities. Topics include tack selection, care and use, grooming, and general care and feeding, as they apply to keeping and/or caring for a horse. Special emphasis will be given to developing proper riding skills and techniques. Additional fee is required.

KINE 2113 (PHED 2113) **Golf I** (0-3) (1 credit) (CB3601085123)
Golf is an individual sports skill course. The emphasis of this course is in instruction and practice of beginning golf techniques and skills. The student will be introduced to the rules, strategy, scoring, and safety aspects needed to enjoy the game of golf.

KINE 2114 (PHED 2114) **Aerobic Dance I** (0-3) (1 credit) (CB3601085123)
Aerobic Dance I is an introductory course designed to introduce the student to basic fitness concepts, exercise and dance steps, and learn proper assessment procedures. The course involves the concepts of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.

KINE 2115 (PHED 2115) **Swim Conditioning I** (0-3) (1 credit) (CB3601085123)
Designed for students who are using swimming to achieve physical fitness; covers basic physical fitness concepts and assumes at least A.R.C. Intermediate Swimming level.

KINE 2116 (PHED 2116) **Volleyball I** (0-3) (1 credit) (CB3601085123)
Volleyball is a team sports skills course. The emphasis of this course is the instruction and practice of beginning volleyball techniques and skills. The student will be introduced to the rules, offensive and defensive strategies, and safety aspects needed to enjoy playing volleyball.

KINE 2117 (PHED 2117) **Racquetball I** (0-3) (1 credit) (CB3601085123)
Racquetball is an individual skills course. The emphasis of this course is in instruction and practice of beginning racquetball techniques and skills. The student will be introduced to the rules, strategy, and safety aspects needed to enjoy playing racquetball.

KINE 2118 (PHED 2118) **Bowling I** (0-3) (1 credit) (CB3601085123)
Introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

KINE 2119 (PHED 2119) **Martial Arts I** (0-3) (1 credit) (CB3601085123)
Tae Kwon Do is a Korean Martial Art which has been developed through centuries of Eastern Civilization. Today, Tae Kwon Do has evolved into not only the most effective method of weaponless self defense, but an intricate art, an exciting sport and trenchant method of maintaining physical fitness. Through the coordination of control, balance and technique in the performance of patterns, Tae Kwon Do is regarded as a beautiful and highly skilled martial art.

KINE 2121 (PHED 2121) **Adaptive Physical Conditioning** (0-3) (1 credit) (CB3601085123)
Continuation of KINE 2104 based upon the needs of the student and physical ability.

KINE 2123 (PHED 2123) **Scuba Diving II** (0-3) (1 credit) (CB3601085323)
(The successful student will receive advanced PADI certification.) The class requires KINE 2105 or equivalent as a prerequisite. Additional fee is required.

KINE 2124 (PHED 2124) **Softball II** (0-3) (1 credit) (CB3601085123)
Assumes ability to field and bat; further develops abilities to field, bat, and throw, and also learn scoring and strategy.
Prerequisite: Softball I

KINE 2126 (PHED 2126) **Basketball II** (0-3) (1 credit) (CB3601085123)
Improves shooting, dribbling and passing; develops offensive and defensive strategies and skills.
Prerequisite: Basketball I

KINE 2127 (PHED 2127) **Weight Training II** (0-3) (1 credit) (CB3601085123)
Assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in KINE 2109.
Prerequisite: Weight Training I

KINE 2128 (PHED 2128) **Archery II** (0-3) (1 credit) (CB3601085123)
Improves basic techniques of archery; practices different classifications of target archery rounds.
Prerequisite: Archery I

KINE 2130 (PHED 2130) **Golf II** (0-3) (1 credit) (CB3601085123)
Assumes knowledge of grips, swing, clubs; further improves swing; develops shot and ball placement capabilities.
Prerequisite: Golf I

KINE 2131 (PHED 2131) **Aerobic Dance II** (0-3) (1 credit) (CB3601085123)
Aerobic Dance II is an intermediate course designed to continue to teach the student fitness concepts, exercise and dance steps, and proper assessment procedures involved in aerobic dance. The course involves the concepts of cardiorespiratory endurance, strength, flexibility, nutrition, and weight management.
Prerequisite: Aerobic Dance I

KINE 2132 (PHED 2132) **Volleyball II** (0-3) (1 credit) (CB3601085123)
Volleyball II is a team sports skills course. The emphasis of this course is the instruction and practice of advanced volleyball techniques and skills. The student will continue to utilize the rules, offensive and defensive strategies, and safety aspects learned in Volleyball I, while integrating advanced skills and strategies.
Prerequisite: Volleyball I

KINE 2133 (PHED 2133) **Racquetball II** (0-3) (1 credit) (CB3601085123)
Racquetball II is an individual skills course. The emphasis of this course is instruction and practice of intermediate racquetball techniques and skills. The student will be introduced to the rules, strategy, strokes, shots, and safety aspects needed to enjoy playing racquetball at an intermediate level.
Prerequisite: Racquetball I

KINE 2134 (PHED 2134) **Martial Arts II** (0-3) (1 credit) (CB3601085123)
Advanced study and development of skill in a martial art form.
Prerequisite: Martial Arts I

KINE 2135 (PHED 2135) **Weight Training III** (0-3) (1 credit) (CB3601085123)
Introduction to advanced weight training techniques.
Prerequisite: Weight Training I and II

KINE 2136 (PHED 2136) **Weight Training IV** (0-3) (1 credit) (CB3601085123)
More opportunities for advanced weight training techniques.
Prerequisite: Weight Training I, II and III

KINE 2137 Lifeguard Training (0-3) (1 credit) (CB3601085323)
American Red Cross Lifeguard Certification.

KINE 2140 Outdoor Recreation II (0-3) (CB3601085123)
Advanced level skills in various outdoor recreational pursuits are presented as well as etiquette, safety, strategy and conditioning activities where appropriate. Principles and function of recreation in American society are covered.
Prerequisite: Outdoor Recreation I

KINE 2141 Special Topics in Lifetime Activities II (0-3) (CB3601085123)
Advanced level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.
Prerequisite: Special Topics in Lifetime Activities I

KINE 2142 Rockclimbing II (0-3) (CB3601085123)
An outdoor activity course designed to teach advanced skills, safety techniques, concepts, and equipment used in rockclimbing.
Prerequisite: Rockclimbing I. Additional fee is required.

KINE 2144 Paddlesports II (0-3) (CB3601085123)
An outdoor activity course designed with emphasis on instruction, safety, and practice in advanced skills, concepts, and equipment used in flatwater and whitewater canoeing, kayaking and/or rafting.
Prerequisite: Paddlesports I. Additional fee is required.

KINE 2145 Backcountry Expeditioning II (0-3) (CB3601085123)
An experiential outdoor adventure course with emphasis on the instruction and practical aspects of advanced skills associated with extended travel and living in remote and/or wilderness environments. Topics include group dynamics, nutrition, health and sanitation, navigation, and specialized travel techniques.
Prerequisite: Backcountry Expeditioning I. Additional fee is required.

KINE 2146 Swim Conditioning II (0-3) (CB3601085123)
Designed for students who are using swimming to achieve physical fitness goals; covers intermediate physical fitness concepts and assumes at least American Red Cross intermediate swimming ability.
Prerequisite: Swim Conditioning I

KINE 2150 Belle Conditioning (0-4) (1 credit) (CB3601145123)
Conditioning for first semester, sophomore year of Apache Belles.

KINE 2151 Belle Conditioning (0-4) (1 credit) (CB3601145123)
Conditioning for second semester, sophomore year of Apache Belles.

KINE 2155 Water Safety Instructor ((0-3) (CB3601085323)
Principles and techniques for instructors in water safety and livesaving classes are covered. Completion of the course qualifies the student to test for certification by the American Red Cross as a water safety instructor.

KINE 2170 Taping and Bandaging for Athletic Injuries (0-3) (CB3105039123)
The use of taping and bandage techniques used in the prevention and care of athletic injuries. (Pending Coordinating Board Approval)

Health Theory Courses:

HLTH 1304 (PHED 1304) **Personal Health** (3-0) (3 credits) (CB5103015116)
A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

HLTH 1305 (PHED 1305) **Community Health** (3-0) (3 credits) (CB5103015316)
A presentation of current scientific and technical information related to community services and public health agencies.

HLTH 1306 (PHED 1306) **First Aid** (3-0) (3 credits) (CB5103015316)
American Red Cross First Aid and/or CPR certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

HLTH 1346 (PHED 1346) **Drug Use and Abuse** (3-0) (3 credits) (CB5103015216)
The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

HLTH 1370 Introduction to the Health Professions (3-0) (3 credits) (CB5111997116)
This course provides a multi-disciplinary exploration of health care including health care career options, health care ethics, traditional vs. nontraditional health care delivery, and common theoretical components of health and illness. (Student is required to purchase medical liability insurance for job shadowing.)

HLTH 2306 Health Aspects of Human Sexuality (3-0) (3 credits) (CB51030105328)
The study of responsible behavior dealing with human sexuality wellness and the promotion of personal sexual health.

Kinesiology Theory Courses:

KINE 1301 (PHED 1301) **Introduction to Kinesiology** (3-0) (3 credits) (CB3105015223)
Orientation to the field of health, kinesiology, human performing sport sciences and recreation.

KINE 1308 (PHED 1308) **Sports Officiating** (3-0) (3 credits) (CB1202045109)
Emphasis on officiating basketball, football and other sports.

KINE 1338 Outdoor Leadership I (3-0) (CB3101015123)
A theory course designed to develop basic judgement, problem-solving, and decision making skills as they apply to the role and responsibilities of an outdoor leader. Topics include risk management, trip planning, emergency plans/prevention, decision making and judgement.

KINE 1339 Outdoor Leadership II (3-0) (CB3101015123)
A practicum course designed to develop advanced judgement, problem-solving, and decision making skills as they apply to the role and responsibilities of an outdoor leader. This course is structured to provide opportunities for the practical application of skill development.
Prerequisite: Outdoor Leadership I

KINE 2376 (PHED 2376) **Prevention and Care of Athletic Injuries**
(3-0) (3 credits) (CB3105035223)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents/injuries, recognizing signs and symptoms of specific sports injuries/conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

Health Information Technology 5827

(Medical Record Technology)

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this *Catalog.*

The health information technician works in a hospital, clinic, nursing home or other health facility and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public. Duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols, filing medical records, preparing records, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research. Supervising the day-to-day operation of a health information department, taking records to court and maintaining the flow of health information to departments of the hospital are also part of the total work picture.

Students successfully completing the two-year program are eligible to receive an associate in applied science degree in Health Information Technology and apply for the Registered Health Information Technician (RHIT) exam. The program is accredited by the Commission on the Accreditation of Allied Health Educational Programs in cooperation with the Council on Accreditation of the American Health Information Management Association.

All required courses of the HIT program must be completed with a "C" or better in order to progress to the next level course.

HITT 1167 Practicum—Health Information Technology (0-8) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: HITT 1401

HITT 1266 Practicum—Health Information Technology (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: HITT 1353 and concurrent enrollment in HITT 2339.

HITT 1305 Medical Terminology (3-0) (3 credits)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HITT 1341 Coding and Classification Systems (2-2) (3 credits)
Application of basic coding rules, principles, guidelines, and conventions.
Prerequisites: HITT 1401, BIOL 2402 and concurrent enrollment with HPRS 2301.

HITT 1353 Legal and Ethical Aspects of Health Information (3-0) (3 credits)
Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.
Prerequisite: HITT 1401

HITT 1355 Health Care Statistics (2-0) (2 credits)
General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health care data.
Prerequisite: HITT 1401

HITT 1401 Health Data Content and Structure (3-2) (4 credits)
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
Prerequisite: Acceptance into the Health Information Technology Program.

HITT 1445 Health Care Delivery Systems (4-0) (4 credits)
Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.
Prerequisite: HITT 1401

HITT 2331 Medical Terminology, Advanced (3-0) (3 credits)
Study of advanced terminology in various medical and surgical specialties.
Prerequisite: HITT 1305

HITT 2335 Coding and Reimbursement Methodologies (2-2) (3 credits)
Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
Prerequisite: HITT 1341

HITT 2339 Health Information Organizing and Supervision (3-0) (3 credits)
Principles of organization and supervision of human, fiscal, and capital resources.
Prerequisite: HITT 1353

HITT 2343 Quality Assessment and Performance Improvement (3-0) (3 credits)
Study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.
Prerequisite: HITT 1353

HPRS 2301 Pathophysiology (3-0) (3 credits)
Study of the pathology and general health management of diseases and major injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
Prerequisite: BIOL 2402

MRMT 1311 Computers in Health Care (2-2) (3 credits)
Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.
Prerequisite: HITT 1445

Medical Transcription Certificate (5827A)

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this catalog.

The medical transcriptionist transcribes dictated medical reports that document a patient's medical care and condition. These reports include clinic notes, history and physicals, progress notes, operative reports, x-rays, and discharge summaries. Medical transcriptionists are employed in various health care facilites, transcription agencies, or can work independently.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

All required courses within the Medical Transcription Certificate Program must be completed with a "C" or better in order to advance to the next level course.

MRMT 1267 Practicum—Medical Transcription (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (This Practicum will be held on campus in the Medical Transcription Lab using authentic physician dictation.)

MRMT 1307 Medical Transcription Fundamentals (2-2) (3 credits)
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.
Prerequisite: Acceptance into the Medical Transcription Certificate Program.

MRMT 2333 Advanced Medical Transcription (2-2) (3 credits)
Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.
Prerequisite: MRMT 1307

History 2204C

Students majoring in history must see a Tyler Junior College academic advisor for help in completing a course plan.

HIST 1301 History of the United States (3-0) (3 credits) (CB4508025125)
A general survey of the history of the United States from 1492 to 1877. This course is also offered via Telecourse (videotape check-out) and the Internet.
Prerequisite: Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

HIST 1302 History of the United States (3-0) (3 credits) (CB4508025125)
A general survey of the history of the United States from 1877 to the present. This course is also offered via Telecourse (videotape check-out) and the Internet.
Prerequisite: Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

HIST 2189 Academic Cooperative—History (1-2) (1 credit) (CB4501015125)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (**NOTE:** An individual student may only accumulate a total of 3 credit hours selected from ARTS 2189, COMM 2189, ENGL 2189, HIST 2189, PSYC 2189, SOCI 2189.)

HIST 2301 Texas History (3-0) (3 credits) (CB4508025225)
(formerly HIST 2303)
A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development. Students seeking an early childhood or middle grades Texas teaching certificate should check with the institution to which they intend to transfer regarding the advisability of taking HIST 2301 as an alternative to HIST 1302.
Prerequisite: Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

HIST 2311 Western Civilization in Medieval Times (3-0) (3 credits) (CB4508015425)
A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HIST 2312 Western Civilization in Modern Times (3-0) (3 credits) (CB4508015425)
A continuation of HIST 2311 including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

Home Economics 1301

A student majoring in home economics must see a Tyler Junior College academic advisor for help in completing a course plan. ("HECO" courses previously taught as "HOEC.")

HECO 1315 Principles of Food Selection and Preparation
(2-4) (3 credits) (CB1905015109)
Selection and preparation of foods, nutritive values and cost of foods.

HECO 1320 Textiles (3-2) (3 credits) (CB2003015209)
A study of fibers, fabrics and finishes for application in choices of clothing fabrics and home furnishings.

HECO 1322 Nutrition (3-0) (3 credits) (CB1905025109)
Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HECO 1325 Interior Design I (3-0) (3 credits) (CB1906035109)
Home furnishings and solutions to problems of interior decoration.

HECO 1328 Clothing Construction I (2-2) (3 credits) (CB2003015109)
Construction techniques for home furnishings and apparel.

HECO 1329 Clothing Construction II (2-4) (3 credits) (CB2003015109)
Selection, construction and alteration of apparel.

Human Development

HDEV 1370 Career Development (3-0) (3 credits) (CB 3201999140)
Development of self-awareness and decision-making skills related to selecting a career. Practical methods for obtaining career information.

TJC Trivia

Students today should appreciate the current absentee policy as compared to that of 1926, the first year of TJC. For every absence over three per class, one credit hour was subtracted from the student's record and three unexcused tardies counted as one absence.

Human Services: Addiction Counselor Training Program (Substance Abuse Counseling) 8029

The Human Services/Addiction Counselor Training Program at Tyler Junior College provides the educational and practicum hours necessary for partial fulfillment of Texas state licensing requirements to become a Licensed Chemical Dependency Counselor. Our program exceeds minimum state education requirements. Current state minimum requirements for licensure include

1. Completion of at least 270 clock hours of education.
2. Completion of 300 hours of practicum experience under the auspices of an accredited institution of higher education or propriatory school.
3. Passing a comprehensive written examination and an oral exam based on a case study prepared by the candidate. The Texas Certification Board of Addiction Professionals conducts the exams.
4. Completion of at least 4,000 hours of supervised work experience following TCADA standards at a TCADA-approved clinical site.

This program is accredited by the Texas Commission on Alcohol and Drug Abuse.

A student may earn an associate of applied science degree (AAS) and/or a certificate of completion from Tyler Junior College. **Students graduating with the AAS degree may continue their studies by submitting their degree to cooperating senior colleges to be accepted as an "inverted degree."** Contact the department chair or academic advisor for more information.

Students seeking a certificate are required to take the reading and writing portions of TASP or an equivalent test and complete appropriate developmental courses as indicated. Students enrolled in developmental courses are restricted to CMSW 1201, 1327 and DAAC 1319 until all required developmental courses have been completed.

A Human Services: Addiction Counselor Training Program student must earn at least a grade of "C" in all courses needed for graduation.

CMSW 1201 Introduction to Social Services (2-0) (2 credits) (R)

Introduction to concepts of "social welfare" and "social policy" with an emphasis on the relationship between social policy and the delivery of social services. Descriptions of the philosophy, legal base, program policy and impacts on both the target service group and the larger community of present day social welfare programs are reviewed. Ethical principles of professional social services workers are also examined.

CMSW 1327 Treatment Modalities with Special Populations (3-0) (3 credits) (R)

Introduces the most commonly used and accepted treatment methods in the mental health field. Explores the role of the social service worker and treatment modalities utilized in outpatient, inpatient, and day treatment programs as they apply to special populations. Introduces the 12 core functions of addiction counselors with a focus on the development of their associated competencies and an emphasis on the knowledge, skills, and attitudes necessary for effective social services workers.

CMSW 1341 Behavior Modification and Cognitive Disorder (3-0) (3 credits) (R)

Detailed study of the theories and principles of behavioral science and skill development in the methods of modifying and controlling behavior in clinical and personal settings. Emphasis on techniques such as managing self-behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and token economies. Prepares the service provider to respond effectively and appropriately to client aggressive behaviors by utilizing approved crisis intervention techniques. Includes discussion of the legal rights and protections of clients and of social services providers.

CMSW 1345 Abnormal Behavior (3-0) (3 credits) (R)

A study of the process used to formulate diagnosis of mental disorders. Includes issues relating to the identification and treatment of persons diagnosed as experiencing co-morbid conditions of chemical dependency and mental disorder. Appropriate use of the *Diagnostic and Statistical Manual of Mental Disorders*, 4th ed. (TRDSM IV) is developed.

Note: Introductory Psychology (PSYC 2301 or equivalent) is recommended.

DAAC 1243 Current Issues (2-0) (2 credits) (A&D) (R)

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. Course will also help prepare students to take the state written and oral licensing exams.

Prerequisites: Students must have completed all program-required classes through the third semester.

Co-requisite: DAAC 2367

DAAC 1304 Pharmacology of Addiction (3-0) (3 credits) (A&D)

This course will develop an understanding of the effects of alcohol and drugs on the human body—especially the operation of the central nervous system, and how the body processes and metabolizes alcohol and drugs. Psychological, physiological and sociological effects of mood altering substances and behaviors and their implications for the addiction process are presented. Emphasis is placed on the pharmacological effects of tolerence, dependency/withdrawal, cross-addiction, and drug interaction.

Prerequisite: Math/Science Elective

DAAC 1307 Addicted Family Interventions (3-0) (3 credits) (A&D)

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discusses the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions (3-0) (3 credits) (A&D)

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. Develops knowledge regarding fundamental statistical and assessment concepts, and provides training in the administration, scoring, and interpretation of assessment instruments commonly used in the field of addiction counseling.

DAAC 1311 Counseling Theories (3-0) (3 credits) (R)

An introduction to the theoretical base of major treatment modalities including Reality therapy, psycho-dynamic therapy, client-centered therapy, Rational-Emotive Therapy, cognitive-behavioral approaches (life skills training, behavior modification), and experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment settings.

Prerequisite: CMSW 1327

DAAC 1314 Dynamics of Group Counseling (3-0) (3 credits) (R)
An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.
Prerequisite: DAAC 1311

DAAC 1317 Basic Counseling Skills (3-0) (3 credits) (R)
Facilitates development of basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making. Basic human defense mechanisms are presented, and appropriate applications of selected counseling approaches are emphasized.
Prerequisite: DAAC 1311

DAAC 1319 Introduction to Alcohol and Other Drug Addiction (3-0) (3 credits) (A&D)
Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, threatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. Drug terminology, characteristics, effects and categories will be discussed.

DAAC 1341 Counseling Alcohol and Other Drug Addictions (3-0) (3 credits) (A&D)
Focus is on the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be included. Confidentiality and ethical issues will be reviewed and practiced. Discussion of topics related to recovery from addiction, including concepts of addiction, relapse, relapse prevention, support group programs, aftercare methods, and prevention theories are presented. Aspects of counselor self-care will also be studied.
Prerequisites: Must have completed DAAC 1311, 1314, and 1317.

DAAC 2367 Practicum—Alcohol/Drug Abuse Counseling (1-20) (3 credits)
Practical training in the workplace. Workplace training will be supported by an individualized learning plan developed by the employer, college, and student. The plan will focus on the 8-domains of the KSA's of addiction counseling.
Prerequisites: Completion of all program-required coursework through the third semester of classes and approval by the department chair after evaluation of student's degree audit.
Co-requisite: DAAC 1243

Humanities 0099

HUMA 1301 Appreciation of the Humanities (3-0) (3 credits) (CB2401035112)
An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

HUMA 1302 Appreciation of the Humanities (3 credits) (CB2401035112)
A continuation of HUMA 1301.

ITMC 2332 Designing a Microsoft Windows 2000 Networking Services Infrastructure (3-1) (3 credits)

Internetworking Technology 8824

The world of networking is a highly competitive arena that continues to grow in complexity as technology evolves. With this growth, the demand for highly trained networking experts increases daily. With this in mind, Cisco Systems developed Cisco Career Certifications, a program that addresses the growing demand worldwide for more trained computer networking professionals. Cisco Career Certifications operates across the disciplines of network design and network support, providing students with a wealth of flexible options for developing their career. Cisco Career Certifications enables students to be certified at various technical proficiency levels: Associate, Professional, and Expert. The current TJC program provides practical hands-on training as well as preparation for the Cisco Certified Network Associate and Cisco Certified Networking Professional certifications.

EECT 1303 Introduction to Telecommunications (3-0) (3 credits)
An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols. Also includes basic electronics concepts as they relate to transmission of data through communications networks.

ITCC 1302 (ITNW 1313) **Local Area Networks Design and Protocols: Cisco I** (2-2) (3 credits)
Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and subnetting.

ITCC 1306 (ITNW 1317) **Basic Router Configuration: Cisco 2** (2-2) (3 credits)
An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features.
Prerequisite: ITCC 1302

ITCC 1342 (ITNW 1340) **Local Area Management (LAN): Cisco 3** (2-2) (3 credits)
Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LAN's. This course includes configuring of routers for IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems.
Prerequisite: ITCC 1306

ITCC 1346 (ITNW 1344) **Wide Area Management (WAN): Cisco 4** (2-2) (3 credits)
An introduction to wide area networking (WAN) services and management. Covered skills include describing, differentiating and selecting wide area network (WAN) services; configuring and monitoring wide area network (WAN) services; encapsulating wide area network (WAN) data; and identifying the use of ISDN and HDLC.
Prerequisite: ITCC 1342

ITCC 2332 Advanced Routing Configuration: Cisco 5 (2-2) (3 credits)
A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gateway routing protocols.
Prerequisite: ITCC 1346 or CCNA certification.

ITCC 2336 Building Remote Access Networks: Cisco 6 (2-2) (3 credits)
Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25 and frame relay architectures and associated protocols.
Prerequisite: ITCC 2332

ITCC 2340 Configuring LAN Switches: Cisco 7 (2-2) (3 credits)
An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch artchitecture (hardware and software), switch configuration, management and troubleshooting.
Prerequisite: ITCC 2336

ITCC 2344 Internetwork Troubleshooting: Cisco 8 (2-2) (3 credits)
A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Novell, and AppleTalk networks, and with frame relay and ISDN network connections.
Prerequisite: ITCC 2340

ITNW 1264 Practicum—Business System Networking and Telecommunications (0-14) (2 credits)
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Completion of first semester Internetworking Technology courses or consent of instructor.

Interpreter Training

(See Sign Language and Sign Language Interpreting)

Journalism 0601

A student majoring in journalism must see a Tyler Junior College academic advisor for help in completing a course plan.

Students can earn an associate in arts degree with a concentration in journalism. They may transfer to complete a bachelor's degree in advertising, public relations, and print or electronic journalism. Students should see journalism department chair before registering for classes.

COMM 1131 Publications I (1-1) (1 credit) (CB0904015406)
An introduction to magazine design and layout with practical experience on the *TJC Touchstone* magazine. No prerequisites, open to all students.

COMM 1133 Publications III (1-1) (1 credit) (CB0904015406)
Advanced newspaper or magazine design and layout with practical experience on *TJC News* or *TJC Touchstone.*
Prerequisite: COMM 1131

COMM 1134 Publications IV (1-1) (1 credit) (CB0904015406)
Internship for journalism majors in print, broadcast, advertising or public relations at professional work sites.
Prerequisites: COMM 2311C and 2315C and approval of department chair.

COMM 1307 Mass Communication (3-0) (3 credits) (CB0904035106)
An introduction to mass communication and the mass media. Open to all students. May count as humanities or social science elective for transfer credit.

COMM 1335 Survey of Radio/Television (3-0) (3 credits) (CB0904035206)
A study of the development, regulation, economics, social responsibilities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems. Open to all students.

COMM 2189 Academic Cooperative—Communications
(1-1) (1 credit) (CB2401035212)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.
(**NOTE:** An individual student may only accumulate a total of 3 credit hours selected from ARTS 2189, COMM 2189, ENGL 2189, HIST 2189, PSYC 2189, SOCI 2189.)

COMM 2309 Editing (3-2) (3 credits) (CB0904015306)
Theory and practice in newswriting, copy editing, headline writing and layout; includes lab practice.
Prerequisite: COMM 1132, 2311, and 2315

COMM 2311 News Gathering Writing I (3-2) (3 credits) (CB0904015706)
Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment; includes lab practice in gathering and writing news. Open to all students. Concurrent enrollment in COMM 1132 required.

COMM 2315 General Reporting (3-2) (3 credits) (CB0904015806)
The study and practice of newswriting and reporting; includes lab practice in gathering and writing news.
Prerequisite: COMM 1132 and 2311

COMM 2327 Principles of Advertising (3-0) (3 credits) (CB0902015106)
An introductory survey of the basics of advertising for print and electronic media. Open to all students.

COMM 2331 Radio/Television Announcing (3-0) (3 credits) (CB2311015112)
The study of principles of announcing, voice, articulation, pronunciation and delivery with practice in various types of announcing. Open to all students.

COMM 2332 Radio and Television News Writing (3-2) (3 credits) (CB0904025206)
The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast; includes lab practice in writing news. Open to all students.

Legal Assistant 5828 *(Paralegal)*

Students successfully completing this program receive the associate in applied science degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant: "Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LGLA 1119 (LEGL 1101) **Legal Ethics and Professional Responsibility** (1-0) (1 credit)
This course covers the moral and legal responsibilities and duties that a member of the legal profession owes to the public, the court, clients, and other professional colleagues. Includes a review of the canons, codes, and rules of professional responsibility.

LGLA 1305 (LEGL 1320) **Legal Writing** (3-0) (3 credits)
This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.
Prerequisite: LGLA 1403 Legal Research

LGLA 1311 (LEGL 1311) **Introduction to Law** (3-0) (3 credits)
This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law.

LGLA 1343 (LEGL 2319) **Bankruptcy** (3-0) (3 credits)
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

LGLA 1345 (LEGL 2320) **Civil Litigation** (3-0) (3 credits)
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.
Prerequisites: LGLA 1311 and ITSW 1301

LGLA 1349 (LEGL 2315) **Constitutional Law** (3-0) (3 credits)
This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.
Prerequisite: LGLA 1311 (or concurrent enrollment).

LGLA 1353 (LEGL 2310) **Wills, Trusts, and Probate Administration** (3-0) (3 credits)
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.
Prerequisite: LGLA 1311

LGLA 1355 (LEGL 2313) **Family Law** (3-0) (3 credits)
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.
Prerequisite: LGLA 1311

LGLA 1391 (LEGL 2370) **Special Topics** (3-0) (3 credits)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

LGLA 1403 (LEGL 1425) **Legal Research** (3-3) (4 credits)
This course provides a working knowledge of the fundamentals of effective legal research. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

LGLA 2305 (LEGL 1321) **Interviewing and Investigating** (3-0) (3 credits)
This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. Good communication skills, particularly when interviewing, are emphasized.

LGLA 2307 (LEGL 2321) **Law Office Management** (3-0) (3 credits)
This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

LGLA 2309 (LEGL 2323) **Real Property** (3-0) (3 credits)
This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of the searching for real estate documents.

LGLA 2311 (LEGL 2322) **Business Organizations** (3-0) (3 credits)
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities. Other related topics, including real estate and probate, are also presented.
Prerequisite: LGLA 1311

LGLA 2313 (LEGL 2317) **Criminal Law and Procedure** (3-0) (3 credits)
This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. Current issues relating to crime in America are also presented.

LGLA 2315 Oil and Gas Law (3-0) (3 credits)
This course presents fundamental concepts of oil and gas law including the relationship between landowners and oil and gas operators, government regulation, and documents used in the industry.

LGLA 2380 (LEGL 2318) **Cooperative Education—Paralegal/Legal Assistant** (1-20) (3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.
Prerequisite: Sophomore level and approval of department chair and an approved law office.

LGLA 2431 (LEGL 2414) **Advanced Legal Research and Writing** (3-3) (4 credits)
This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.
Prerequisite: LGLA 1311 and 1403

Mathematics 1701

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Four semesters are required for the completion of the calculus sequence. Students who do not have credit in MATH 2412 are advised to complete this course during the summer preceding their freshman year.

Note: A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence. A grade of "B" or better must be made in MATH 0300 or 0301 in order to continue in the College Preparatory math sequence. A student majoring in mathematics must see a Tyler Junior College academic advisor for help in completing a degree plan.

MATH 0300 College Preparatory Mathematics I (2-3) (3 credits) (CB3201045119)
Five-day-a-week developmental class that encompasses whole numbers, fractions, decimals, ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, and operations with polynominals. Student will receive credit for MATH 0300 or 0301, but not both. These courses have the same curriculum.

MATH 0301 College Preparatory Mathematics I (3-1) (3 credits) (CB3201045119)
Developmental course covering whole numbers, fractions decimals ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, operations with polynomials. Student will receive credit for MATH 0300 or 0301, but not both. These courses have the same curriculum.

MATH 0302 College Preparatory Mathematics II (3-1) (3 credits) (CB3201045119)
Developmental course reviewing arithmetic, operations with real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, word problems.
Prerequisite: MATH 0300 or 0301 or qualifying TASP or alternative TASP math test score.

MATH 0303 College Preparatory Mathematics III (3-0) (3 credits) (CB3201045119)
Linear equations and inequalities, exponents and polynomials, rational expressions, radicals and roots, quadratic equations, systems of linear equations, parabolas, relations and functions, review of plane geometry, applications.
Prerequisite: MATH 0302 or qualifying TASP or alternative TASP math test score.

MATH 1314 College Algebra (3-0) (3 credits) (CB2701015119)
Exponents, radicals, factoring, products, equations and functions including linear, quadratic, polynomial, rational, exponential and logarithmic, inequalities, systems of equations, matrices, determinants, progressions; sequences and series. (For non-math/science majors)
Prerequisite: MATH 0303 or qualifying TASP or alternative TASP math test score.

MATH 1324 Finite Mathematics for Business (3-0) (3 credits) (CB2703015219)
Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and mathematics of finance.
Prerequisite: MATH 1314 or qualifying TASP or alternative TASP math test score.

MATH 1325 Mathematical Analysis for Business (3-0) (3 credits) (CB2703015219)
Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.
Prerequisite: MATH 1324

MATH 1342 Introduction to Statistics (3-0) (3 credits) (CB2705015119)
Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.
Prerequisite: MATH 1314 or qualifying TASP or alternative TASP math test score.

MATH 1350 Fundamental Math I (3-0) (3 credits) (CB2701015619)
Problem solving, sets, functions, logic, numeration systems, topics from elementary number theory, integers, rational numbers, exponents, decimals, applications of mathematics.
Prerequisite: MATH 1314 or qualifying TASP or alternative TASP math test score.

MATH 1351 Fundamental Math II (3-0) (3 credits) (CB2701015619)
Probability; statistics; congruence, constructions and similarity, measurement, motion geometry, and other geometric concepts.
Prerequisite: MATH 1350

MATH 2320 Differential Equations (3-0) (3 credits) (CB2703015119)
Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.
Prerequisite: MATH 2414

MATH 2342 Math Business Statistics (3-0) (3 credits) (CB2705015119)
Presentation and interpretation of data; probability theory, binomial and normal distributions, confidence intervals, hypotheses testing, analysis of variance, linear and multiple regression, and correlation with an exmphais in business applications and the use of statistical software.
Prerequisite: MATH 1324

MATH 2412 Precalculus (4-0) (4 credits) (CB2701015819)
Application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. (For math/science majors)
Prerequisite: MATH 1314 or acceptable placement test score.

MATH 2413 Calculus I (4-0) (4 credits) (CB2701015919)
Previously Math 2313 Calculus I with Analytic Geometry
Limits, differentiation, implicit differentiation, rates and related rates of change, applications of the derivative, differentials, antiderivatives, definite integrals and applications of the definite integral.
Prerequisite: MATH 2412 with a grade of "C" or better or appropriate test scores.

MATH 2414 Calculus II (4-0) (4 credits) (CB2701015919)
Previously Math 2314 Calculus II with Analytic Geometry
Applications of the definite integral, derivatives of inverse and hyperbolic trigonometric functions, techniques of integration, L'Hopital's Rule, improper integrals, parametric and polar equations, sequences, series, power series, and Taylor Series.
Prerequisite: MATH 2413 with a grade of "C" or better.

MATH 2415 Calculus III (4-0) (4 credits) (CB2701015919)
Previously Math 2315 Calculus III with Analytic Geometry
Vector calculus, cylindrical and spherical coordinates, partial differentiation, directional derivatives and gradient, multiple integration, line and surface integrals, Green's Theorem, Stokes' Theorem.
Prerequisite: MATH 2414 with a grade of "C" or better.

TMTH 1301 Applied Mathematics (3-0) (3 credits) (CB2701017419)
Application of algebra to solve physical problems in various technical fields. Topics include algebraic operations, linear equations, factoring, algebraic fractions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations.
Prerequisite: MATH 0303 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree. It can be used for AAS degrees only.

TMTH 1302 Applied Trigonometry (3-0) (3 credits) (CB2701019319)
Rectangular coordinate system, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.
Prerequisite: TMTH 1301 or MATH 1314 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

Medical Laboratory Technology 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill in medical laboratory technology. Upon completion of the program, the student will be granted an associate in applied science degree and is eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP), the National Credentialing Agency (for Laboratory Personnel) (NCA), or other certifying agencies for medical laboratory technology. This program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) [8410 W. Bryn Mawr Avenue, Suite 670; Chicago, IL 60631–3415; telephone: 773–714–8880, FAX: 773–714–8886; e-mail: naaclsinfo@naacls.org, website: www.naacls.org].

A balanced curriculum of general education and medical laboratory technology courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at assigned affiliate hospitals under the general supervision of faculty employed by Tyler Junior College and a clinical preceptor. It is expected that when a student has completed the program, he/she should be able to perform in all general areas of the clinical laboratory.

All required courses of the MLT associate degree curriculum must be completed with a final grade of "C" or better. All medical laboratory technology courses (MLAB) must be passed with a minimum grade of a 75 "C" as stipulated in the grading policy outlined in the *Tyler Junior College Medical Laboratory Technology Student Handbook.* Receiving a final grade below a "C" in any prerequisite course will result in the student being placed on program academic probation or lead to program dismissal until the deficiency has been removed.

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this *Catalog.*

MLAB 1201 Introduction to Clinical Laboratory Science (1-4) (2 credits)
An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification.
Prerequisite: Acceptance to program or permission of the department chair.

MLAB 1227 Coagulation (1-2) (2 credits)
A course in coagulation theory, procedures, and practical applications. Includes laboratory exercises which rely on commonly performed manual and semi-automated laboratory methods.
Prerequisites: MLAB 1201, 1223, 1311, 1331, 1335, 1415 and 2534 or permission of department chair.

MLAB 1311 Urinalysis and Body Fluids (2-3) (3 credits)
An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical, and microscopic examination of urine, cerebrospinal fluid and other body fluids.
Prerequisites: MLAB 1201, 1223, 1331, 1335, 1415 and 2534 or permission of department chair.

MLAB 1331 Parasitology/Mycology (2-4) (3 credits)
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures.
Prerequisite: MLAB 1223 or permission of department chair.

MLAB 1335 Immunology/Serology (2-4) (3 credits)
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, principles of serological procedures, and immune disorders.
Prerequisites: MLAB 1201, 1223 and 1415 or permission of department chair.

MLAB 1415 Hematology (2-8) (4 credits)
An introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cell and white blood cell maturation sequences, normal and abnormal morphology and associated diseases.
Prerequisite: Acceptance to program or permission of the department chair.

MLAB 2238 Advanced Topics in Medical Laboratory Technician/Assistant (2-0) (2 credits)
This course examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills.
Prerequisite: All MLAB and PLAB courses or permission of the department chair.
Co-requisite: MLAB 2466

MLAB 2267 Practicum II (0-15) (2 credits) (Capstone course)
In intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basis skills. Direct supervision is provided by the clincial professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisite: All MLAB and PLAB courses or permission of the department chair.

MLAB 2431 Immunohematology (3-4) (4 credits)
A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques.
Prerequisites: MLAB 1201, 1223, 1311, 1331, 1335, 1415 and 2534 or permission of department chair.

MLAB 2466 Practicum I (0-40) (4 credits)
An intermediate or advanced type of health professions work-based instruction that helps gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisite: All MLAB and PLAB courses, except MLAB 2238, 2267, or permission of the department chair.
Co-requisite: MLAB 2238

MLAB 2501 Clinical Chemistry (3-8) (5 credits)
An introduction to the principles and procedures of various tests performed in the clinical chemistry laboratory. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including basic chemical laboratory safety and technique, special handling procedures, quality control procedures and normal values. Emphasis on proteins, enzymes, lipids, carbohydrates, electrolytes and acid base balance, endocrine function, tumor markers, therapeutic drug monitoring, toxicology and metabolites.
Prerequisites: MLAB 1201, 1223, 1311, 1331, 1335, 1415, 2534, CHEM 1406 or 1411 or permission of department chair.

MLAB 2534 Clinical Microbiology (3-8) (5 credits)
Instruction in the theory, practical application and pathogenesis of clinical microbiology, including bacteriologic safety, collection, setup, identification, susceptibility testing, quality control, reporting procedures, and clinical significance of test results.
Prerequisites: MLAB 1201, 1223, 1415, BIOL 2420 or permission of department chair.

PLAB 1223 Phlebotomy (1-4) (2 credits)
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, accessioning. Topics include professionalism, ethics, and medical terminology.
Prerequisite: Acceptance to program or permission of the department chair.

Medical Office Management 5827

The medical office management program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate the administrative functions of the medical department/medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

POFM 1309 (MOMG 1302) **Medical Office Procedures** (2-2) (3 credits)
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills.

POFM 1313 (MOMG 1301) **Medical Terminology I** (3-0) (3 credits)
Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and a combination of medical terms from prefixes, suffixes, roots, and combining forms.

POFM 1327 (MOMG 1322) **Medical Insurance** (2-2) (3 credits)
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

POFM 1331 (MOMG 2301) **Medical Transcription I** (2-2) (3 credits)
Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy.
Prerequisites: POFM 1313 and ITSW 1301

POFM 1353 (MOMG 1331) **Medical Coding** (2-2) (3 credits)
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1371 Intermediate Medical Insurance (2-2) (3 credits)
Continuation of Medical Insurance with an emphasis on specific components of individual insurance plans, life cycle of various claim forms, including web technology, clearinghouses, managed care, compliance, denials, appeals, fraud, and abuse.
Prerequisites: POFM 1353 and POFM 1327

POFM 1372 Intermediate Medical Coding (3-0) (3 credits)
A continuation of Medical Coding, this course teaches in-depth coverage and application of ICD, CPT, and HCPCS coding guidelines and updates with emphasis on case studies accurate coding of E/M and medical/surgical cases.
Prerequisites: POFM 1353 and POFM 1327

POFM 1380 (MOMG 2229) **Cooperative Education-Medical Administrative Assistant/Secretary** (1-20) (3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employers, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.
Prerequisite: Approval of department chair.

POFM 2323 (MOMG 1321) **Medical Terminology II** (3-0) (3 credits)
A continuation of Medical Terminology I including structure, recognition, analysis, definitions, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on various medical specialty fields.
Prerequisite: POFM 1313

Music 1005

A student majoring in music must see a Tyler Junior College academic advisor for help in completing a course plan.
Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

MUSI 1116 Elementary Ear Training and Sight Singing
(2-1) (1 credit) (CB5009045626)
The study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass clefs. Must be taken concurrently with MUSI 1311. Required of music and fine arts-music majors.

MUSI 1117 Elementary Ear Training and Sight Singing
(2-1) (1 credit) (CB5009045626)
The continued study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass, alto and tenor clefs. Must be taken concurrently with MUSI 1312. Required of music and fine arts-music majors.
Prerequisite: MUSI 1116

MUSI 1127, 1128, 2127, 2128* Apache Band (1-4) (1 credit) (CB5009035526)
The Apache Marching Band is an advanced performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events and other campus activities. The Symphonic Band meets during the spring semester. Emphasis will primarily be on preparation for various concert performances, along with a limited number of marching performances. Students are encouraged to take Applied Music concurrently with this course.

MUSI 1131, 1132, 2131, 2132 Accompanying Class**
(0-3) (1 credit) (CB5009035626)
Supervised experiences studying the principles, philosophy and techniques of vocal and instrumental accompanying.

MUSI 1133,1134, 2133, 2134 Instrumental Chamber Ensemble**
(1-2) (1 credit) (CB5009035626)
Advanced performance instrumental ensembles studying and performing wind and percussion chamber music from the medieval period to modern music. Admission by audition. Students are encouraged to take Applied Music concurrent with this course. Performances include campus and community concerts as well as performance tours.

MUSI 1137, 1138, 2137, 2138 Guitar Ensemble** (1-2) (1 credit) (CB5009035626)
A select group of two to sixteen students which plays special arrangements for guitar "orchestra." Admission by audition.

MUSI 1139,1140, 2139, 2140 Jazz Band** (1-2) (1 credit) (CB5009035526)
The Apache Jazz Band is an advanced performance ensemble open to students who qualify by audition. Performances include concerts, festivals and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUSI 1153, 1154, 2153, 2154* Harmony and Understanding**
(1-2) (1 credit) (CB5009035826)
A highly select vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUSI 1159, 2159 Musical Theatre Workshop (0-5) (1 credit) (CB5009036126)
The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MUSI 1160 Italian Diction (1-1) (1 credit) (CB5009085326)
A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of the rules governing pronunciation. Examinations will include both written and oral portions. (Offered every other year in the spring semester.)

MUSI 1181 Class Piano (1-2) (1 credit) (CB5009075126)
An introductory course intended for those with no prior piano study, or only a negligible amount. Two hours instruction per week, using a 16 place electronic piano lab. Fundamentals of proper piano technique, music reading, improvisation, harmonizing melodies, and a variety of repertory will be covered. Classes available for music majors and non-majors. Required for piano secondaries based on piano placement test.

** ** Student can only receive 8 hours maximum credit in each series.*

MUSI 1182 Advanced Class Piano (1-2) (1 credit) (CB5009075126)
Continuation of MUSI 1181 with two hours instruction per week providing more advanced training in piano technique and repertoire. Topics to be emphasized include complex rhythms, transposition, sight reading, and solo literature. Classes available for majors and non-majors.
Prerequisite: Completion of MUSI 1181 or approval of instructor.

MUSI 1237,1238, 2237, 2238 Symphony Orchestra** (1-2) (2 credits) (CB5009035526)
Open to advanced instrumental students who are given practical training in professional orchestral routine in the Tyler Youth Orchestra. Admission by audition.

MUSI 1241,1242, 2241, 2242 A Cappella Choir**** (1-3) (2 credits) (CB5009035726)
An auditioned mixed chorus which repertoire combines the more traditional choral literature with the contemporary. Although it is a select ensemble, students in any major field of study may audition. Members of the group engage in a wide variety of public performances. Meets four hours per week.

COMM 2304 Sound Production Technology (3-1) (3 credits) (CB1001045106)
Concepts and techniques of sound production. Musical Instrument Digital Interface hands-on experience with equipment, sound sources and sequencing technology. Credit cannot be received for both COMM 2303 and 2304.

COMM 2325 Practicum in Electronic Music Production I
(3-3) (3 credits) (CB0907015306)
Instruction and participation using electronic music media.
Prerequisite: COMM 2304 or permission of the instructor.

COMM 2326 Practicum in Electronic Music Production II
(3-3) (3 credits) (CB0907015306)
Instruction and participation using electronic music media.
Prerequisite: COMM 2325

MUSI 1304 Music Curriculum for the Elementary School
(3-0) (3 credits) (CB5009045426)
A study of music content appropriate to elementary school children including vocal characteristics, reading concepts and examination of recently published materials.

MUSI 1306 Music Appreciation (3-0) (3 credits) (CB5009025126)
A foundation in enjoyment and understanding of music through the study of changes in Western music from the Middle Ages to the present time making use of recorded examples.

MUSI 1308 Introduction to Music Literature (3-1) (3 credits) (CB5009025226)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the middle ages through the classical periods of music literature. Open to non-music majors.

MUSI 1309 Introduction to Music Literature (3-1) (3 credits) (CB5009025226)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the romantic through the contemporary periods of music literature. Open to non-music majors.

MUSI 1311 Elementary Harmony (3-1) (3 credits) (CB5009045126)
A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises. Must be taken concurrently with MUSI 1116.

** ** *** ****Student can only receive 8 hours maximum credit in each series.*

MUSI 1312 Elementary Harmony (3-1) (3 credits) (CB5009045126)
A continuation of harmony including diatonic and seventh chords in all positions, chords with variant qualities, sequence, nonharmonic tones, chord progressions, choral voicing, keyboard harmony, cadences, figured bass, harmonization of given melodies, modulation to closely related keys. Must be taken concurrently with MUSI 1117.
Prerequisite: MUSI 1311

MUSI 2116 Advanced Ear Training and Sight Singing
(2-1) (1 credit) (CB5009045726)
A continuation of dictation and sight singing studies, including syncopation, modulation, seventh chords, secondary dominants and the church modes. Must be taken concurrently with MUSI 2311. Required of music majors.
Prerequisite: MUSI 1117

MUSI 2118 Advanced Ear Training and Sight Singing (2-1) (1 credit) (CB5009045726)
A continuation of dictation and sight singing studies, including secondary function chords, chromatic intervals, twentieth century techniques, atonal melodies and complex rhythms. Required of music majors. Must be taken concurrently with MUSI 2312.
Prerequisite: MUSI 2116

MUSI 2311 Advanced Harmony (3-1) (3 credits) (CB5009045226)
A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, and linear diminished seventh chords. Must be taken concurrently with MUSI 2116. Required of music majors.
Prerequisite: MUSI 1312

MUSI 2312 Advanced Harmony (3-1) (3 credits) (CB5009045226)
A further study of harmony and the introduction to the neapolitan triad, augmented sixth chords, ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planing, exotic scales and other modern techniques. Must be taken concurrently with MUSI 2118. Required of music majors.
Prerequisite: MUSI 2311

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance or teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano. All freshman piano secondaries must take piano class. All music majors must take a piano placement test.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog.*

The college is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the *bel canto* style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

(Music majors or electives with little or no piano experience should enroll for piano class)

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.
Organ prerequisite: Piano experience or permission from instructor.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan and H. Villa-Lobos.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

Secondary or Elective (CB5009035426)

MUAP 1101, 1102, 2101, 2102 Violin (0.5-1) (1 credit)
MUAP 1103, 1104, 2103, 2104 Viola (1 credit)
MUAP 1109, 1110, 2109, 2110 Cello (1 credit)
MUAP 1113, 1114, 2113, 2114 Double Bass (1 credit)
MUAP 1115, 1116, 2115, 2116 Electric Bass (1 credit)
MUAP 1117, 1118, 2117, 2118 Flute (1 credit)
MUAP 1121, 1122, 2121, 2122 Oboe (1 credit)
MUAP 1125, 1126, 2125, 2126 Bassoon (1 credit)
MUAP 1129, 1130, 2129, 2130 Clarinet (1 credit)
MUAP 1133, 1134, 2133, 2134 Saxophone (1 credit)
MUAP 1137, 1138, 2137, 2138 Trumpet (1 credit)
MUAP 1141, 1142, 2141, 2142 French Horn (1 credit)
MUAP 1145, 1146, 2145, 2146 Trombone (1 credit)
MUAP 1149, 1150 2149, 2150 Baritone (1 credit)
MUAP 1153, 1154, 2153, 2154 Tuba (1 credit)
MUAP 1157, 1158, 2157, 2158 Percussion (1 credit)
MUAP 1161, 1162, 2161, 2162 Guitar (1 credit)
MUAP 1165, 1166, 2165, 2166 Organ (1 credit)
MUAP 1169, 1170, 2169, 2170 Piano (1 credit)
MUAP 1177, 1178, 2177, 2178 Harp (1 credit)
MUAP 1181, 1182, 2181, 2182 Voice (1 credit)

Concentration or Elective (CB5009035426)

MUAP 1201, 1202, 2201, 2202 Violin (1-1) (2 credits)
MUAP 1203, 1204, 2203, 2204 Viola (2 credits)
MUAP 1209, 1210, 2209, 2210 Cello (2 credits)
MUAP 1213, 1214, 2213, 2214 Double Bass (2 credits)
MUAP 1215, 1216, 2215, 2216 Electric Bass (2 credits)
MUAP 1217, 1218, 2217, 2218 Flute (2 credits)
MUAP 1221, 1222, 2221, 2222 Oboe (2 credits)
MUAP 1225, 1226, 2225, 2226 Bassoon (2 credits)
MUAP 1229, 1230, 2229, 2230 Clarinet (2 credits)
MUAP 1233, 1234, 2233, 2234 Saxophone (2 credits)
MUAP 1237, 1238, 2237, 2238 Trumpet (2 credits)
MUAP 1241, 1242, 2241, 2242 French Horn (2 credits)
MUAP 1245, 1246, 2245, 2246 Trombone (2 credits)
MUAP 1249, 1250, 2249, 2250 Baritone (2 credits)
MUAP 1253, 1254, 2253, 2254 Tuba (2 credits)
MUAP 1257, 1258, 2257, 2258 Percussion (2 credits)
MUAP 1261, 1262, 2261, 2262 Guitar (2 credits)
MUAP 1265, 1266, 2265, 2266 Organ (2 credits)
MUAP 1269, 1270, 2269, 2270 Piano (2 credits)
MUAP 1277, 1278, 2277, 2278 Harp (2 credits)
MUAP 1281, 1282, 2281, 2282 Voice (2 credits)

Nursing, Associate Degree (ADN) 8021 *(TASP Required)*

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this *Catalog.*

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care setting. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an associate in applied science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses. This program is accredited by the Board of Nurse Examiners for the State of Texas.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course,** the student may not progress until the deficiency has been removed.

All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated. BIOL 2401 and PSYC 2314 must be completed prior to enrollment in the ADN program.

All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.

RNSG 1146 Legal and Ethical Issues for Nursing (1-0) (1 credit)
Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues, and for the topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics and health care legislation.
Prerequisites: RNSG 1215, 1260, 1301, 1513 and BIOL 2402
Concurrent Enrollment: RNSG 1441*, 1162* and 1443* and 1163*

RNSG 1160 Clinical Nursing (0-3) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Concurrent Enrollment: RNSG 1327

RNSG 1162 Clinical Nursing II (8 weeks) (0-6) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisites: RNSG 1215, 1260, 1301 and 1513
Concurrent Enrollment: RNSG 1441 required

RNSG 1163 Clinical Nursing III (8 weeks) (0-6) (1 credit)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Prerequisites: RNSG 1162, 1215, 1260, 1301, 1441 and 1513
Concurrent Enrollment: RNSG 1443 required

RNSG 1215 Health Assessment (1-2) (2 credits)
Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.
Prerequisites: Acceptance to the ADN Program with approval based on specific criteria and BIOL 2401 and PSYC 2314 or permission of the director for an LVN preparing for the transition to ADN.
Concurrent Enrollment: RNSG 1260*, 1301*, 1513* and BIOL 2402*

RNSG 1260 Clinical Nursing I (0-8) (2 credits)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Concurrent Enrollment: RNSG 1513 required.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

RNSG 1292 Special Topics in Nursing, Maternal/Child (1-2) (2 credits)
Topics addressed recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
Prerequisite: First year.
Concurrent Enrollment: RNSG 2160*, 2201*, 2260*, 2308* and BIOL 2420*

RNSG 1301 Pharmacology (2-3) (3 credits)
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.
Prerequisites: Acceptance to the ADN Program with approval based on specific criteria and BIOL 2401 and PSYC 2314 or permission of the director for an LVN preparing for the transition to ADN.
Concurrent Enrollment: RNSG 1215* and 1513*, RNSG 1260* and BIOL 2402*

RNSG 1327 Transition from Vocational to Professional Nursing (3-1) (3 credits)
Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span.
Prerequisites: Acceptance to the ADN Program with approval based on specific criteria, BIOL 2401 and 2402 and PYSC 2314 and eligibility for placement into second year nursing courses the following semester.
Concurrent Enrollment: RNSG 1160 required.

RNSG 1441 Common Concepts of Adult Health (8 weeks) (3-2) (4 credits)
Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgement, skills, and professional values within a legal/ethical framework.
Prerequisites: RNSG 1215, 1260, 1301, 1513 and BIOL 2402
Concurrent Enrollment: RNSG 1162 (required), RNSG 1146*, 1163* and 1443*

RNSG 1443 Complex Concepts of Adult Health (8 weeks) (3-2) (4 credits)
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework.
Prerequisites: RNSG 1215, 1260, 1301, 1513 and BIOL 2402 and RNSG 1441
Concurrent Enrollment: RNSG 1163 (required) and 1146* and 1441* and 1162

**Concurrent enrollments are required unless previously completed with a "C" or better.*

RNSG 1513 Foundations for Nursing Practice (4-4) (5 credits)

Introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisites: Acceptance to the ADN Program with approval based on specific criteria and BIOL 2401 and PSYC 2314.

Concurrent Enrollment: RNSG 1260 (required), RNSG 1215*, 1301* and BIOL 2402*

RNSG 2121 Management of Client Care (4 weeks) (1-1) (1 credit)
(formerly taught as RNSG 2131 in the 2001–2002 school year)

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisites: RNSG 1292, 2160, 2161, 2162, 2201, 2213, 2260, 2308 and BIOL 2402*

Concurrent Enrollment: RNSG 2163 (required), SOCI 1301*

RNSG 2160 Clinical Nursing IV (8 weeks) (0-6) (1 credit) (formerly RNSG 2164)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

Concurrent Enrollment: RNSG 2308 required.

RNSG 2161 Clinical Nursing VI (6 weeks) (0-4) (1 credit) (formerly RNSG 2166)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

Concurrent Enrollment: RNSG 2313 required.

RNSG 2162 Clinical Nursing VII (6 weeks) (0-6) (1 credit) (formerly RNSG 2167)

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

Concurrent Enrollment: RNSG 2231 required.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

RNSG 2163 Clinical Nursing VIII (4 weeks) (0-4) (1 credit) (formerly RNSG 2168)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Concurrent Enrollment: RNSG 2131 required.

RNSG 2201 Care of Children and Families (8 weeks) (2-1) (2 credits)
Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.
Prerequisite: First year.
Concurrent Enrollment: RNSG 2160*, 2260 (required), 2308* and RNSG 1292* and BIOL 2420*.

RNSG 2213 Mental Health Nursing (6 weeks) (1-3) (2 credits)
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.
Prerequisite: First year.
Concurrent Enrollment: RNSG 2161 (required)

RNSG 2231 Advanced Concepts of Adult Health (8 weeks)(2-1) (2 credits)
Application of advanced concepts and skills for the development of the associate degree nurse's roles in complex nursing situations with adult clients/families in structured settings. Emphasis is given to judgment, and professional values within a legal/ethical framework.
Prerequisites: First year, RNSG 2308, 2160, 2201, and 2260, RNSG 1292 and BIOL 2420.
Concurrent Enrollment: RNSG 2167 (required) and SOCI 1301*, RNSG 2313*, 2161*, 2131 and 2163

RNSG 2260 Clinical Nursing V (8 weeks) (0-8) (2 credits) (formerly RNSG 2265)
A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.
Concurrent Enrollment: RNSG 2201 required.

RNSG 2308 Maternal/Newborn Nursing and Women's Health
(8 weeks) (2-2) (3 credits)
Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skill, and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health.
Prerequisite: First year.
Concurrent Enrollment: RNSG 2160 (required) RNSG 1292*, 2201*, RNSG 2260* and BIOL 2420*

**Concurrent enrollments are required unless previously completed with a "C" or better.*

Nursing, Vocational (VNE) 7821

Enrollment in TJC's vocational nursing program is limited. See the Special Admissions requirements in the Admission section of this *Catalog.*

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a certificate of proficiency. This program is accredited by the Board of Vocational Nurse Examiners for the State of Texas.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of patients.

After successful completion of the curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal and successfully completing a practicum in VNSG 1505 prior to readmission.

Readmission to the program is dependent upon available space.

VNSG 1122 Vocational Nursing Concepts (1-0) (1 credit)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1133 Growth and Development (1-0) (1 credit)

Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.
Prerequisite: All first semester courses

VNSG 1138 Mental Illness (1-0) (1 credit)

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.
Prerequisite: All first and second semester courses

VNSG 1219 Professional Development (2-0) (2 credits)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.
Prerequisite: All first and second semester courses

VNSG 1227 Essentials of Medication Administration (1-2) (2 credits)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1230 Maternity and Neonatal (2-0) (2 credits)
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the noenatal period including abnormal conditions.
Prerequisite: All first semester courses

VNSG 1234 Pediatric Nursing (2-0) (2 credits)
Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.
Prerequisite: All first semester courses

VNSG 1261 Clinical II (0-8) (2 credits)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
Prerequisite: All first semester courses

VNSG 1262 Clinical IV (0-10) (2 credits)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
Prerequisite: All first and second semester courses

VNSG 1263 Clinical V (0-10) (2 credits)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
Prerequisite: All first and second semester courses

VNSG 1360 Clinical I (0-12) (3 credits)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

VNSG 1361 Clinical III (0-16) (3 credits)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
Prerequisite: All first semester courses

VNSG 1400 Nursing in Health and Illness I (4-1) (4 credits)
Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

VNSG 1423 Basic Nursing Skills (4-4) (4 credits)
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

VNSG 1505 Health Science (5-0) (5 credits)
An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

VNSG 1509 Nursing in Health and Illness II (5-0) (5 credits)
Introduction to common health problems of the adult requiring medical and surgical interventions.
Prerequisite: All first semester courses

VNSG 1510 Nursing in Health and Illness III (5-0) (5 credits)
Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.
Prerequisite: All first semester courses

Office Technology 5824

The two-year associate degree curriculum in office technology is designed to train students for employment as information managers in the automated business offices of today and the future. Leading-edge technology is emphasized with the latest software packages being used.

A fast-paced certificate program is offered to allow students to develop general office skills that will allow them to meet the employment needs of a business office in nine months.

ITSW 1301 (OFFT 1325) **Introduction to Word Processing** (2-2) (3 credits)
An overview of the production of documents, tables, and graphics.
Prerequisites: POFT 1329 or 2303 and keyboarding speed of 30 wpm.

ITSW 1304 (COSC 1376) **Introduction to Spreadsheets** (2-2) (3 credits)
Instruction in the concepts, procedures, and importance of electronic spreadsheets.

ITSW 1307 (OFFT 2320) **Introduction to Database** (2-2) (3 credits)
Introduction to database theory and the practical applications of a database.

ITSW 2331 (OFFT 2316) **Advanced Word Processing** (2-2) (3 credits)
Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.
Prerequisite: ITSW 1301

ITSW 2334 Advanced Spreadsheets (2-2) (3 credits)
Designed to provide an understanding of advanced functionality of electronic spreadsheets.
Prerequisite: ITSW 1304

POFI 2331 (OFFT 2326) **Desktop Publishing for the Office** (2-2) (3 credits)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays.
Prerequisite: ITSW 2331

POFT 1301 (OFFT 1314) **Business English** (3-0) (3 credits)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT 1309 (OFFT 1312) **Administrative Office Procedures I** (3-0) (3 credits)
Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

POFT 1313 (OFFT 2340) **Professional Development for Office Personnel** (3-0) (3 credits)
Preparation for the work force including business ethics, team work, professional attire, and promotability.
Prerequisite: This course should be taken in the last semester of student's certificate or degree program.

POFT 1321 (OFFT 1313) **Business Math** (3-0) (3 credits)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

POFT 1329 (OFFT 1311) **Keyboarding and Document Formatting** (2-2) (3 credits)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 2303 Speed and Accuracy Building (2-2) (3 credits)
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.
Prerequisite: POFT 1329 or keyboarding speed of 20 wpm.

POFT 2312 (OFFT 1322) **Business Correspondence and Communication** (3-0) (3 credits)
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.

POFT 2321 (OFFT 1321) **Machine Transcription** (2-2) (3 credits)
Skill development in mailable business document production using computers and dictation equipment. Skill requirements in grammar and punctuation with emphasis on proofreading and formatting.
Prerequisite: ITSW 1301

POFT 2333 Advanced Document Formatting and Skill Building (2-2) (3 credits)
Study of advanced concepts in a variety of office-simulated corresondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development.
Prerequisite: POFT 2303 or keyboarding speed of 30 wpm.

POFT 2380 (OFFT 2329) **Cooperative Education—Administrative Assistant/ Secretarial Science, General** (1-20) (3 credits)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employers, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.
Prerequisite: Approval of department chair.

PC Service and Support 8824

As microcomputers and electronic devices are employed in greater numbers in businesses, educational institutions, and homes, the need for personal computer service technicians has increased. The PC service and support curriculum is designed to prepare the student as a PC service technician, fully competent to perform repair and maintenance of microcomputers, peripheral devices and networks. Many PC service technicians are employed by PC service companies, while some technicians own their own businesses.

After successful completion of the first year, the student receives the certificate of proficiency. During the second year, the student may continue toward the associate in applied science degree in electronic technology, with PC service and support option.

CETT 1409 (MCRO 1311) **DC/AC Circuits** (3-3) (4 credits)

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

CETT 1415 (MCRO 1321) **Digital Applications** (3-3) (4 credits)

An investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits.

CETT 2333 (MCRO 1312) **Digital Computer Circuits** (2-4) (3 credits)

A study of the three major component systems of a digital computer including arithmetic logic operations, RAM and ROM memory systems, and control systems.
Prerequisites: CETT 1409 and 1415

CPMT 1347 (MCRO 1342) **Computer Systems Peripherals** (2-4) (3 credits)

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment.
Prerequisite: CPMT 1411

CPMT 1349 (MCRO 1332) **Computer Networking Technology** (3-1) (3 credits)

A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations.

CPMT 1411 (MCRO 1331) **Introduction to Computer Maintenance** (3-3) (4 credits)

A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures.
Prerequisite: ITSC 1317 or concurrent enrollment in ITSC 1317

CPMT 2288 Internship—Computer Maintenance Technology/Technician (0-8) (2 credits)

Workplace-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. This internship may be a paid or unpaid learning experience and serves as the capstone experience for the certificate of proficiency in PC Service and Support.
Prerequisites: Completion of all first-semester courses in the PC Service and Support certificate of proficiency curriculum.

CPMT 2289 Internship—Computer Maintenance Technology/Technician (0-8) (2 credits)

Workplace-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the

work supervisor. This internship may be a paid or unpaid learning experience and serves as the capstone experience for the AAS in PC Service and Support.
Prerequisites: Completion of the certificate of proficiency in PC Service and Support and at least two networking electives OR permission of the instructor.

EECT 1200 Technical Customer Service (2-0) (2 credits)
General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills.

Philosophy 0801B

PHIL 1301 Introduction to Philosophy (3-0) (3 credits) (CB3801015135)
A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHIL 2306 Introduction to Ethics (3-0) (3 credits) (CB3801015335)
A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics 0401C

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.
Students majoring in physics who do not receive advance placement in MATH 2412 are encouraged to take this course in the summer so that they may enroll in MATH 2313 in the first semester of the freshman year.
A student majoring in physics must see a Tyler Junior College academic advisor for help in completing a course plan.

PHYS 1401 General Physics (3-3) (4 credits) (CB4008015303)
Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics. A background in algebra and trigonometry is required.

PHYS 1402 General Physics (3-3) (4 credits) (CB4008015303)
A continuation of PHYS 1401 including electricity and magnetism, light and modern physics.
Prerequisite: PHYS 1401

PHYS 1405 Elementary Physics (3-3) (4 credits) (CB4008015103)
Conceptual level survey of topics in Physics intended for liberal arts, elementary education and other non-science majors.
PHYS 1411 and 1412, see page 104, Astronomy.

PHYS 2425 Mechanics (3-3) (4 credits) (CB4008015403)
A calculus-based course for students who intend to major in physics, chemistry, mathematics or engineering. Includes mechanics, heat and sound.
Prerequisite: Credit or registration for MATH 2313

PHYS 2426 Electricity and Magnetism (3-3) (4 credits) (CB4008015403)
Includes electricity and magnetism, waves, optics, and light. Required of all physics and engineering majors.
Prerequisite: PHYS 2425 and credit or registration for MATH 2314

Psychology 2001

A student majoring in psychology must see a Tyler Junior College academic advisor for help in completing a course plan.

PSYC 1100 Orientation (1-0) (1 credit) (CB3201025112)
Designed to help students adjust to college life with emphasis on developing effective study skills, making wise educational choices and learning appropriate social and personality development. Required of full-time beginning students. Offered each semester and in special summer sessions. (Orientation does not count towards graduation.)

PSYC 1300 Learning Framework (3-0) (3 credits) (CB4203015125)
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300.)

PSYC 2189 Academic Cooperative—Psychology (1-1) (1 credit)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(**NOTE**: An individual student may only accumulate a total of 3 credit hours selected from ARTS 2189, COMM 2189, ENGL 2189, HIST 2189, PSYC 2189, SOCI 2189.)

PSYC 2301 Introductory Psychology (3-0) (3 credits) (CB4201015125)
Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.
Prerequisite: Successful completion of reading section of TASP or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

PSYC 2302 Applied Psychology (3-0) (3 credits) (CB4201015225)
Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSYC 2314 Human Growth and Development (3-0) (3 credits) (CB4207015125)
The stages in the process and physical, social, cognitive and emotional factors of growth and development throughout the life span.

PSYC 2319 Social Psychology (3-0) (CB4216015125)
The study of individual behavior within the social environment.

Radio/Television 6238

(See also R/TV courses listed in Journalism)

COMM 1336 (RTV 123B) **Television Production** (3-3) (3 credits) (CB1001045206)
Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

COMM 2303 (RTV 123A) **Audio/Radio Production** (2-2) (3 credits) (CB1001045106)
Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

COMM 2331 (RTV 113) **Radio/Television Announcing**
(3-0) (3 credits) (CB2311015112)
Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing.

COMM 2324 (RTV 213) **Practicum in Electronic Media**
(3-3) (3 credits) (CB0907015306)
Lecture and lab instruction and hands-on practice using electronic media equipment.

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technologists in diagnostic medical radiography. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and practicum courses offers the student an opportunity for cultural development as well as occupational competence. Practicum instruction is given in area hospitals under the direction of radiologists, directors of radiology departments and practicum instructors.

The minimum time for program completion is 24 months. A minimum grade of 78 will be required on all radiologic technology didactic courses. 75% is passing for practicum courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Special Admissions requirements in the Admission section of this *Catalog.* ACT scores required.

RADR 1200 Basics of Medical Radiography (2-0) (2 credits)
An introduction to radiation protection, professional ethics, darkroom procedures, medical terminology, prime exposure factors, and technical factors of film quality; Image receptors.
Prerequisite: Acceptance to program.

RADR 1213 Principles of Radiographic Imaging I (2-0) (2 credits)
An introduction to radiographic image qualities and the effects of exposure variables upon these qualities.
Prerequisites: RADR 1200, 1266, 1303, 1311 and 2309

RADR 1266 Practicum I—Medical Radiologic Technology (0-19) (2 credits)
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisite: Acceptance to program.

RADR 1267 Practicum II—Medical Radiologic Technology (0-19) (2 credits)
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisites: RADR 1200, 1266, 1303, 1311 and 2309

RADR 1303 Patient Care (3-0) (3 credits)
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.
Prerequisite: Acceptance to program.

RADR 1311 Basic Radiographic Procedures (2-3) (3 credits)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.
Prerequisite: Acceptance to program.

RADR 2217 Radiographic Pathology (2-0) (2 credits)
A presentation of the disease process and common diseases and their appearance on medical images.
Prerequisites: RADR 2233, 2266 and 2336

RADR 2233 Advanced Medical Imaging (3-0) (3 credits)
An exploration of specialized imaging modalities including cross sectional anatomy.
Prerequisites: RADR 1213, 1267, 2301 and 2313

RADR 2235 Radiologic Technology Seminar (2-0) (2 credits)
This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

RADR 2266 Practicum III—Medical Radiologic Technology (0-18) (2 credits)
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisites: RADR 1213, 1267, 2301 and 2313

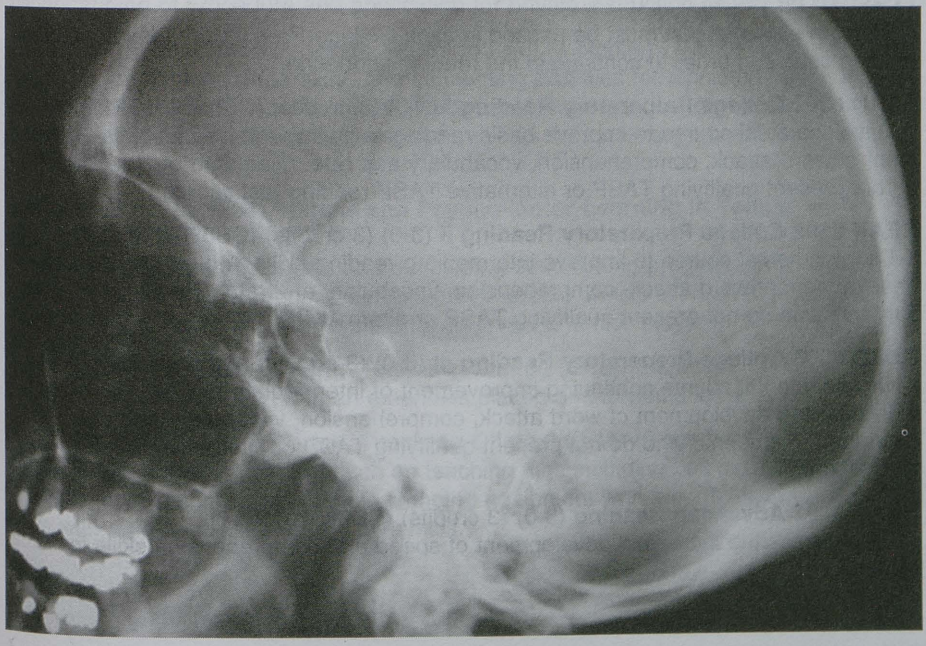
RADR 2267 Practicum VI—Medical Radiologic Technology (0-14) (2 credits)
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisites: RADR 2367 and 2431

RADR 2301 Intermediate Radiographic Procedures (2-3) (3 credits)
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstraton of intermediate anatomy and related pathology. Medical terminology and venipuncture.
Prerequisites: RADR 1200, 1266, 1303 and 1311

RADR 2305 Principles of Radiographic Imaging II (3-1) (3 credits)
A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.
Prerequisites: RADR 2233, 2266 and 2336

RADR 2309 Radiographic Imaging Equipment (3-0) (3 credits)
A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.
Prerequisite: Acceptance to program.

RADR 2313 Radiation Biology and Protection (3-0) (3 credits)
A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
Prerequisites: RADR 1200, 1266, 1303, 1311 and 2309



RADR 2336 Special Patient Applications (3-1) (3 credits)
Previously RADR 2370 Enhanced Skills
An advanced discussion of pediatrics, geriatrics, trauma, history recordation and abbreviation and ECG. Phlebotomy and venipuncture will be discussed and practiced.
Prerequisites: RADR 1213, 1267, 2301 and 2313

RADR 2366 Practicum IV—Medical Radiologic Technology (0-29) (3 credits)
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisites: RADR 2233, 2266 and 2336

RADR 2367 Practicum V—Medical Radiologic Technology (0-29) (3 credits)
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.
Prerequisites: RADR 2217, 2305 and 2366

RADR 2431 Advanced Radiographic Procedures (3-2) (4 credits)
An advanced course including the proper manipulation of equipment positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology. Departmental management and resume production.
Prerequisites: RADR 2217, 2305 and 2366

Reading

NOTE: An exit-level test must be passed in each College Preparatory (developmental) reading course in order to continue in the reading sequence.

READ 0301 College Preparatory Reading I (3-0) (3 credits) (CB3201085212)
Developmental course to improve basic reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or alternative TASP reading test scores.)

READ 0302 College Preparatory Reading II (3-0) (3 credits) (CB3201085212)
Developmental course to improve intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or alternative TASP reading test scores.)

READ 0303 College Preparatory Reading III (3-0) (3 credits) (CB3201085212)
Developmental course continuing improvement of intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or alternative TASP reading test scores.)

READ 1301 Advanced Reading (3-0) (3 credits) (CB3801015712)
Emphasizes the increased development of speed and comprehension skills in reading.

Recreation Leadership: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and maintaining of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an associate in applied science degree with a major in tennis teaching.

RECL 1171 (RECL1105) **Summer Tennis Experience** (1-0) (1 credit)
Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

RECL 1271 (RECL1206) **Supervised Summer Work Experience** (0-15) (2 credits)
Designed to train students for their approved, tennis-related summer work.

RECL 1300 (RECL1300) **Scientific Approach to Tennis Teaching** (3-0) (3 credits)
An analysis of tennis from a scientific viewpoint with information based on recent information by research studies of prominent tennis physicists and biomechanics.

RECL 1301 (RECL1301) **Philosophy of Coaching** (3-0) (3 credits)
A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

RECL 1302 (RECL1302) **Individual Tennis Instruction** (3-0) (3 credits)
A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

RECL 1303 (RECL1303) **Program Planning** (3-0) (3 credits)
A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues and social events as well as the construction of the overall program.

RECL 1304 (RECL1304) **Fitness and Psycho-Motor Learning in Tennis** (3-0) (3 credits)
Methods of assessing fitness and developing conditioning programs and includes proper nutrition, weight training, aerobic and anerobic principles. Also explores proper methodology for teaching tennis skills for all levels of tennis players.

RECL 1376 (RECL1310) **Tennis Teaching Clinic I** (0-15) (3 credits)
On-court teaching skills with an emphasis placed on individual lessons.

RECL 1377 (RECL1311) **Tennis Teaching Clinic II** (0-15) (3 credits)
Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.

RECL 2305 Tennis Camp and Club Management (3-0) (3 credits)
The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

RECL 2372 (RECL2306) **Sports Psychology** (3-0) (3 credits)
An emphasis placed on the sport science sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training and concentration will be discussed.

RECL 2307 Contemporary Concepts in Tennis Instruction (3-0) (3 credits)
Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

RECL 2308 USPTA Principles (Capstone) (3-0) (3 credits)
A study of essential elements and basic principles involved in preparation for the USPTA Certification test. Includes review of playing, teaching and business skills.

RECL 2375 (RECL2310) **Tennis Teaching Clinic III** (0-15) (3 credits)
Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

RECL 2376 (RECL2311) **Tennis Teaching Clinic IV** (0-15) (3 credits)
A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

Respiratory Care 8025

The Respiratory Care Program is a two-year curriculum that includes two semesters (25 credit hours) of prerequisite courses and four semesters (47 credit hours) of didactic, laboratory, and clinical classes that prepare the student for a career as a Respiratory Therapist. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Enrollment in this program is limited. All prerequisite courses should be completed before application for enrollment into the Respiratory Care Program. See the Special Admissions requirements in the Admission section of this *Catalog.*

All required courses of the Respiratory Care curriculum must be completed with a grade of "C" or better and a grade point average of at least 2.0 must be maintained while in the program.

The graduate of the program will receive an associate of applied science degree and will be eligible to apply for the Entry Level Examination provided by the National Board for Respiratory Care (NBRC). Upon successful completion of the Entry Level Examination, the graduate will become a Certified Respiratory Therapist (CRT), and is eligible to apply for the NBRC registry examinations. Upon successful completion of the Written Registry and Clinical Simulation Examination, the graduate will become a Registered Respiratory Therapist (RRT).

The graduate is eligible for additional specialty examinations and credentials which include the Perinatal Care Examination, the Certified Pulmonary Function Technologist Examination, and, after the CPFT Examination, the Registry Examination for Advanced Pulmonary Function Technologists.

In addition, all graduates are American Heart Association Basic Life Support Instructors, Advanced Cardiac Life Support Providers and will have completed the Neonatal Resuscitation Program in accordance with the standards of the American Academy of Pediatrics.

RSPT 1101 Introduction to Respiratory Care (1-0) (1 credit)
An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).

RSPT 1227 Applied Physics for Respiratory Care (2-1) (2 credits)
Review of the theoretical and practical applications of mathematics and physics with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care.

RSPT 1266 Practicum I (0-14) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisite: RSPT 1329

RSPT 1267 Practicum II (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Co-requisites: RSPT 1331 and 2414

RSPT 1307 Cardiopulmonary Anatomy and Physiology (3-0) (3 credits)
An introduction to the anatomy and physiology of the cardiovascular and pulmonary systems.
Prerequisite: BIOL 2401

RSPT 1317 Respiratory Care Pharmacology (3-0) (3 credits)
A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.
Prerequisite: CHEM 1406

RSPT 1329 Respiratory Care Fundamentals I (2-3) (3 credits)
Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.
Co-requisite: RSPT 1266

RSPT 1331 Respiratory Care Fundamentals II (2-3) (3 credits)
Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques, and blood gas analysis and interpretation.
Prerequisite: RSPT 1329
Co-requisite: RSPT 1267

RSPT 2131 Clinical Simulations in Respiratory Care (1-1) (1 credit)
The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking both written and computerized simulations, and basic concepts of computer usage.

RSPT 2176 Neonatal Resuscitation Program (1-1) (1 credit)
The Neonatal Resuscitation Program (NRP) is taught in accordance with the guidelines established by the American Heart Association (AHA) and the American Academy of Pediatrics (AAP). The course includes neonatal emergency assessment, airway management, ventilatory support, drug and electrical therapy.

RSPT 2239 Advanced Cardiac Life Support (1-3) (2 credits)
A comprehensive course designed to develop the cognitive and motor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included.
Co-requisite: RSPT 2267

RSPT 2266 Practicum III (0-20) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RSPT 1267

RSPT 2267 Practicum IV (0-20) (2 credits) (Capstone Course)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RSPT 2266
Co-requisite: RSPT 2239

RSPT 2310 Cardiopulmonary Disease (3-0) (3 credits)
A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.
Prerequisite: RSPT 1307

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care (2-3) (3 credits)
A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient.
Prerequisites: RSPT 1307 and 2310

RSPT 2414 Mechanical Ventilation (3-4) (4 credits)
Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation.
Prerequisite: RSPT 1329
Co-requisite: RSPT 1267

RSPT 2425 Cardiopulmonary Diagnostics (3-4) (4 credits)
A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessment of the pulmonary patient.
Prerequisites: RSPT 1331 and 2310

Sign Language and Sign Language Interpreting 8047

(Interpreter Training Program)

Purpose of the Sign Language Interpreter Program

A student majoring in Sign Language and Sign Language Interpreting must see a Tyler Junior College academic advisor for help in completing a course plan.

The purpose of the Sign Language Interpreter Program of Tyler Junior College is to prepare graduates for a career as interpreters serving to equalize communication between deaf and hearing in school, work, and community settings. Graduates of this program will have intensive training in American Sign Language and Deaf Culture; sign language interpreting/transliterating; professional ethics, as well as extensive on the job training (practicum).

Sign Language

SGNL 1401 Beginning American Sign Language I (3-3) (4 credits) (CB5102055116)
An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors, and exposes students to ASL grammar.
Co-requisite: SGNL 1401L (lab)

SGNL 1402 Beginning American Sign Language II (3-3) (4 credits) (CB5102055116)
Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Provides opportunities for interaction within the deaf community.
Prerequisite: SGNL 1401
Co-requisite: SGNL 1402L (lab)

SGNL 2301 Intermediate American Sign Language I (3-2) (3 credits) (CB5102055216)
Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice oriented approach to language acquisitiion, including the use of multimedia.
Prerequisite: SGNL 1402
Co-requisite: SGNL 2301L (lab)

SGNL 2302 Intermediate American Sign Language II
(3-2) (3 credits) (CB5102055216)
An integration of expressive and receptive skills with emphasis on literature, discourse styles, and contexturalization at an intermediate level. Provides students with information on idiomatic/colloquial usages for signs and grammatical structures for complex sentences.
Prerequisite: SGNL 2301
Co-requisite: SGNL 2302L (lab)

American Sign Language courses, as well as French, German, and Spanish, count as TJC modern (foreign) language credit and will transfer as such to some upper-level institutions. NOTE: Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the upper-level institution of their choice.

FOREIGN LANGUAGE NOTE: Many colleges/universities accept Sign Language (SGNL) classes as modern or foreign language. However, students should check with their senior university regarding transferability. See page 147 for foreign language offerings.

Sign Language Interpreting

SLNG 1211 (SIGN 1101) **Fingerspelling** (1-2) (2 credits)
Develops expressive and receptive fingerspelling skills. Receptive skills focus on whole word and phrase recognition as well as reading fingerspelling in context. Expressive skills focus on the development of speed, clarity, and fluency.
Prerequisite: SGNL 1402

SLNG 1321 Introduction to Interpreting Profession (3-0) (3 credits)
An overview of the field of sign language interpretation. Provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession. Recommendation: SGNL 1401 (Beginning ASL) is recommended to be completed before enrolling in this class.

SLNG 1347 (SIGN 1324) **Deaf Culture** (3-0) (3 credits)
Provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Includes cultural identity, values, group norms, communication, language, and significant contributions made by deaf people to the world.

SLNG 1350 Sign-To-Voice (3-0) (3 credits)
Skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.
Prerequisite: SLNG 2302

SLNG 2266 (SIGN 2323) **Practicum** (2286) (0-20) (2 credits)
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided **external** experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.
Prerequisites: SLNG 2302 and approval of department chair.

SLNG 2301 (SIGN 1322) **Interpreting I** (3-0) (3 credits)
An overview of the interpreting process and current models. Introduces the skills necessary to achieve message equivalency in interpreting.
Prerequisites: SGNL 1401 and SLNG 1321

SLNG 2302 (SIGN 2303) **Interpreting II** (3-0) (3 credits)
Enhancement of interpreting skills and discourse analysis to increasingly complex tasks utilizing simulated interpreting experiences via multimedia materials. Emphasis on skill analysis and peer evaluation.
Prerequisite: SLNG 2301

SLNG 2303 Transliterating (3-0) (3 credits)
A practice-oriented course designed to develop the foundational skills necessary for rendering spoken English to a signed English format and signed English to a spoken English format utilizing defining, recognition, and incorporation features of transliteration.
Prerequisite: SLNG 2301

SLNG 2311 (SIGN 2302) **Specialized Interpreting/Transliterating** (3-0) (3 credits)
A focus on interpreting/transliterating with special populations (e.g., deaf/blind, high visual, oral) in special settings (e.g., religious, artistic, medical, legal, mental health). Reinforces basic theories and techniques in relation to the special population(s) and/or setting(s).
Prerequisite: SGNL 1401

SLNG 2331 (SIGN 2322) **Interpreting III** (3-0) (3 credits)
A practice oriented course to strengthen skills in the integration and application of processing more complex selections. Continued exposure to simulated interpreting experience through the use of multimedia material.
Prerequisite: SLNG 2302

Sociology 2001A

A student majoring in sociology must see a Tyler Junior College academic advisor for help in completing a course plan.

SOCI 1301 Introduction to Sociology (3-0) (3 credits) (CB4511015125)
Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

SOCI 1306 Social Problems (3-0) (3 credits) (CB4511015225)
An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

SOCI 2189 Academic Cooperative—Sociology (1-2) (1 credit) (CB4501015125)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(**NOTE**: An individual student may only accumulate a total of 3 credit hours selected from ARTS 2189, COMM 2189, ENGL 2189, HIST 2189, PSYC 2189, SOCI 2189.)

SOCI 2301 Marriage and Family (3-0) (3 credits) (CB4511015425)
An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

SOCI 2319 Minority Studies (3-0) (3 credits) (CB 4511015325)
The course will present an in-depth study of the historical, economic, social, and cultural development, achievements, and contributions of minority groups in America and in selected countries of the world. Primary focus will be placed on legally protected classes in America, including racial and ethnic minorities, religious groups, women, the elderly, the disabled, and individuals considered minorities because of sexual orientation.

SOCI 2331 Current Issues Sociology (3-0) (3 credits) (CB4511015725)
An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

SOCI 2336 Criminology (3-0) (3 credits) (CB4504015125)
(Same as CRIJ 1322)

Social Work 2001B

A student majoring in social work must see a Tyler Junior College academic advisor for help in completing a course plan.

SOCW 2361 Introduction to Social Work (3-0) (3 credits) (CB4407015124)
Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. The Generalist Problem Solving Model is introduced.

SOCW 2362 Social Welfare Policy and Legislation (3-0) (3 credits) (CB4407015224)
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives. Includes emphasis on social welfare policy.

Speech/Theatre 1506

A student majoring in speech or theatre must see a Tyler Junior College academic advisor for help in completing a course plan.

Speech Courses

SPCH 1144, 1145, 2144, 2145 Forensic Act (0-3) (1 credit) (CB2310016012)
Designed for students interested in speech and theatre activities including various events at festivals and tournaments and the opportunity for participation in these contests.

SPCH 1311 Introduction to Speech Communication
(3-0) (3 credits) (CB2310015112)
Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPCH 1315 Public Speaking (3-0) (3 credits) (CB2310015312)
Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills.

SPCH 1318 Interpersonal Communication (3-0) (3 credits) (CB2310015412)
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

SPCH 1321 Business and Professional Speaking (3-0) (3 credits) (CB2310015212)
Types and techniques of communication, including speeches most common to business and professional people including theory, culture of the business and professional environment, and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPCH 1342 Voice and Diction and Phonetics (3-0) (3 credits) (CB2310015812)
The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Credit cannot be granted for both SPCH 1342 and DRAM 2336.

SPCH 1370 Speech for Prospective Teachers (3-0) (3 credits) (CB2310015112)
Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. Students may not receive credit for both SPCH 1311 and 1370.

SPCH 2333 Discussion and Small Group Communication
(3-0) (3 credits) (CB2310015635)
Discussion and small group theories and techniques as they relate to group process and interaction.

SPCH 2341 Oral Interpretation (3-0) (3 credits) (CB2310015712)
Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms.

Theatre Courses

DRAM 1220 Theatre Practicum I (0-6) (2 credits) (CB5005015226)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production. Required for all theatre majors.

DRAM 1310 Theatre Appreciation (3-0) (3 credits) (CB5005015126)
An introductory survey of theatre arts including general overview of play analysis, playwriting and dramatic criticism, and techniques of modern theatre. A group performance is optional.

DRAM 1330 Stagecraft I (3-3) (3 credits) (CB5005025126)
A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

DRAM 1341 Makeup (3-0) (3 credits) (CB5005025226)
Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

DRAM 1342 Introduction to Costume (2-4) (3 credits) (CB5005025330)
Principles and techniques of costume design and construction for theatrical production.

DRAM 1351 Acting I (2-4) (3 credits) (CB5005035126)
Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

DRAM 1352 Acting II (2-4) (3 credits) (CB5005035126)
A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

DRAM 2120 Theatre Practicum III (0-5) (1 credit) (CB5005015226)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production. Required for all theatre majors.

DRAM 2189 Theatre Practicum IV (0-5) (1 credit) (CB2401035212)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production. Required for all theatre majors.

DRAM 2289 Theatre Practicum II (0-6) (2 credits) (CB2401035212)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production. Required for all theatre majors.

DRAM 2336 Theatre Speech (3-0) (3 credits) (CB5005035226)
The basic principle of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experience in voice development and special activities to meet individual needs and professional objectives. Credit cannot be granted for both DRAM 2336 and SPCH 1342.

DRAM 2361 Theatre History I (3-0) (3 credits) (CB5005055126)
A survey of the development of theatre from its origins to the 1700's.

DRAM 2362 Theatre History II (3-0) (3 credits) (CB5005055126)
A survey of the development of the theatre from the 1700's to the twentieth century.

Surgical Technology 8031

The surgical technology curriculum is designed to prepare qualified persons to provide services in the surgical area under the supervision of the surgical supervisor.

Graduates of this program will be eligible to take the National Exam given by the Association of Surgical Technologists. Those who pass this exam become Certified Surgical Technologists (CST).

All SRGT courses must be completed in sequence and completed with a minimum of a "C" in all SRGT courses.

Any student who has withdrawn from the program after successfully completing the first semester may re-enter the program by passing with a 75 percent or better the most current final examination for each course completed prior to withdrawal and successfully completing a demonstration of the first semester competencies. Readmission to the program is dependent upon available space.

Enrollment in the program is limited. See the Special Admissions requirements in the Admission section of this *Catalog.*

SRGT 1266 Practicum I—Surgical Technologist/Technician (0-16) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

SRGT 1405 Introduction to Surgical Technology (3-2) (4 credits)
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques (3-2) (4 credits)
In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.

SRGT 1441 Surgical Procedures I (2-6) (4 credits)
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, **OB/GYN**, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 1442 Surgical Procedures II (2-6) (4 credits)
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 2466 Practicum II—Surgical Technologist/Technician (0-28) (4 credits)
Continuation of Practicum I. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

Surveying and Mapping Technology 8435

The surveying and mapping technology program is designed to teach the student the basic elements of surveying required of a land surveyor as well as to provide part of the formal training required for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. The student also has the opportunity to study mapping, route surveying, control surveying, Global Positioning System and electronic data collection. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

SRVY 1301 (SURV 1311) **Introduction to Surveying** (3-0) (3 credits)
An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.
Prerequisite: Concurrent enrollment in SRVY 1309.

SRVY 1309 (SURV 1321) **Surveying Measurements Practice** (2-4) (3 credits)
An introductory lab course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g., standards of the National Geodetic Survey, state and local statutes and regulations, professional standards, such as the Texas Society of Professional Surveyors.
Prerequisite: Concurrent enrollment in SRVY 1301.

SRVY 1315 (SURV 1331) **Surveying Calculations I** (3-0) (3 credits)
An introduction to the mathematics used in surveying and mapping, e.g., algebra, plane trigonometry, and plane, solid, and analytical geometry.
Prerequisite: Concurrent enrollment in SRVY 1309.

SRVY1341 (SURV 1312) **Land Surveying** (3-0) (3 credits)
A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards.
Prerequisite: Concurrent enrollment in SRVY 1345.

SRVY 1345 (SURV 1322) **Land Surveying Applications** (2-4) (3 credits)
An intermediate lab course covering the equipment, techniques and hardware of the profession necessary to measure horizontal and vertical angles and distances used in traversing, according to prevailing and applicable professional standards.
Prerequisite: Concurrent enrollment in SRVY 1341.

SRVY 1391 Global Positioning Systems Techniques for Surveying and Mapping (3-0) (3 credits)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

SRVY 2286 (SURV 2264) **Internship—Surveying** (0-8) (2 credits)
Advanced work-based instruction in surveying and mapping that helps students synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the workplace supervisor.
Prerequisite: Sophomore standing.

SRVY 2305 (SURV 2354) **Geographic Information Systems Applications** (2-2) (3 credits)
A hands-on course with computer applications providing additional conceptual understanding of geographic information systems and practical applications using a variety of Geographic Information System software.
Prerequisite: SRVY 1319

SRVY 2309 Computer-Aided Mapping (2-4) (3 credits)
An intermediate level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographic maps utilizing coordinate geometry data points.

SRVY 2331 (SURV 2313) **Geodetic Surveying and Mapping** (3-0) (3 credits)
A study of field astronomy, Polaris and solar observations, State Plane Coordinate Systems, and satellite navigation.
Prerequisite: Concurrent enrollment in SRVY 2335.

SRVY 2335 (SURV 2323) **Geodetic Surveying and Mapping Application** (2-4) (3 credits)
Emphasis on the field techniques of making astronomic observations, recovering control monuments, setting control monuments, and the planning and use of Global Positioning System receivers in data collection.
Prerequisite: Concurrent enrollment in SRVY 2331.

SRVY 2339 (SURV 2314) **Engineering Design Surveying** (3-0) (3 credits)
A study of the theory and field methods or surveying alignments, e.g., highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.
Prerequisite: Concurrent enrollment in SRVY 2341.

SRVY 2341 (SURV 2324) **Engineering Design Surveying Lab** (2-4) (3 credits)
The companion lab for Engineering Design Surveying. Emphasis on field methods of surveying alignments, e.g., highway routes, pipelines, utility and waterway construction, transmission lines, including the study of procedures for route construction, design, calculation and stakeout.
Prerequisite: Concurrent enrollment in SRVY 2339.

SRVY 2343 (SURV 2333) **Surveying—Legal Principles I** (3-0) (3 credits)
The study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of disposition of public land, interpreting written descriptions, dignity of calls and evidence, record search of public and private land records and preparation of a deed record sketch.

SRVY 2344 (SURV 2334) **Surveying—Legal Principles II** (3-0) (3 credits)
An advanced course in legal principles, retracement and boundary location with application of legal principles and rules of construction; writing survey reports and property descriptions; and a review of boundary law cases.
Prerequisite: SRVY 2343

Vision Care Technology 8037

Vision Care Technology provides an educational program to prepare students to gain occupational competency as a certified vision care technician. Program students develop the skills necessary to fill prescriptions for glasses and contact lenses and to perform various procedures and diagnostic tests in order to assist the doctor in the eye examination and treatment process. As a competency based educational program with a state-of-the-art facility, Vision Care Technology is committed to meeting the staffing needs of the ophthalmic profession. The program graduates are actively recruited by vision care practitioners as dispensing opticians, optical laboratory technicians, contact lens technicians, optometric technicians, and ophthalmic medical personnel. Enrollment is limited and application must be made directly to the director of the program.

All required courses of the vision care technology curriculum must be completed with a "C" or better in any prerequisite course, the student may not progress until the deficiency has been removed. Students completing the TASP waived one-year program are awarded a certificate of proficiency. Students completing the two-year curriculum are awarded an Associate in Applied Science degree in Vision Care Technology.

This program is accredited by the Commission on Opticianry Accreditation and the Commission on Accreditation for Ophthalmic Medical Personnel.

OPTS 1219 Vision Care Office Procedures (2-0) (2 credits)

Overview of procedures used in an optical, optometric, or ophthalmological office. Instruction on government, third party, and other managed care insurance claim forms, maintenance of patient records, safety regulations, correspondence and ethics.

OPTS 1305 Geometric Optics (3-0) (3 credits)

Introduction to the history and physics of the electromagnetic spectrum with emphasis on the reflection and refraction of light from flat and curved mirrors, prisms, and single and compound lens systems.

OPTS 1309 Ophthalmic Laboratory I (2-4) (3 credits)

Emphasis on the finishing portion (bench) of the fabrication of spectacles. Topics include mark-up, blocking, edging, beveling, impact resistance, tinting, insertion, and inspection of single vision and multi-focal lenses.

OPTS 1311 The Visual System (3-0) (3 credits)

Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases.

OPTS 1315 Basic Contact Lenses (2-2) (3 credits)

Introduction to contact lens theory and practice. Topics include the history, development, and manufacture of contact lenses; lens materials, designs, fitting, and care techniques; as well as skills necessary for the accurate measurement of lens parameters.

OPTS 1349 Ophthalmic Laboratory II (2-2) (4 credits)

Utilize formulas and techniques needed to surface single vision and multi-focal lenses. Topics include calculation or use of a computer software program to determine the information used in conjuction with ophthalmic lens machines, and instruments used to grind, fine, and polish lenses.

OPTS 1501 Ophthalmic Dispensing (4-3) (5 credits)

Introduction to the basic principles of frame selection, styling, refractive errors, lens design, and the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles.

OPTS 2166 Ophthalmic Practicum I (0-7) (1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

OPTS 2266 Ophthalmic Practicum II (0-30) (8 weeks) (2 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

OPTS 2335 Advanced Contact Lenses (2-2) (3 credits)
Emphasizes the knowledge and skills necessary to assist the practitioner in the dispensing, evaluation, and care of soft, rigid, toric, multi-focal, therapeutic, and other specialty contact lenses.

OPTS 2341 Ophthalmic Techniques (2-4) (3 credits)
Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests.

OPTS 2345 Advanced Ophthalmic Techniques (2-4) (3 credits)
Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered.

OPTS 2531 Advanced Ophthalmic Dispensing (5-1) (5 credits)
Advanced study of the procedures necessary to dispense eyeware. Topics include lens aberrations, magnification, tilt, reflection, absorption and transmission, advanced lens materials, high-powered prescription considerations, and partial vision.

Welding Technology 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry-level code welding for industry. Upon successful completion of the program the student will receive an associate in applied science degree.

WLDG 1412 Introduction to Flux Cored Welding (FCAW) (2-6) (4 credits)
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shielded electrodes.
Prerequisite: WLDG 1430

WLDG 1413 Introduction to Blueprint Reading for Welders (4-0) (4 credits)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretaton of plans and drawings used by industry.

WLDG 1421 (WELD 2424) **Introduction to Welding Fundamentals** (4-0) (4 credits)
Theory of different welding processes, including safety procedure. The capstone for the AAS degree. Required for the AWS Entry-Level Certification. Students must make 95% on the safety section and 75% on all other sections to qualify for the American Welding Society Certification.

WLDG 1425 (WELD 1303) **Introduction to Oxy-Fuel Welding and Cutting** (2-6) (4 credits)
An introduction to oxy-acetylene welding and cutting including the limitations of equipment, safety, manual and automatic systems for pipe and plate.

WLDG 1428 (WELD 1402) **Introduction to Shielded Metal Arc Welding (SMAW)** (2-6) (4 credits)
Terms, definitions, AWS electrode classifications, safety, striking an arc, running beads in various positions and different joint configurations.
Prerequisite: WLDG 1425 current enrollment.

WLDG 1430 (WELD 1322) **Introduction to Gas Metal Arc (MIG) Welding** (2-6) (4 credits)
Terms and definitions, safety procedures, proper set up of equipment, characteristics of short-circuit transfer and spray-arc transfer, welding of T-joints and butt joints in different positions.
Prerequisite: WLDG 1425

WLDG 1434 (WELD 2302) **Introduction to Gas Tungsten Arc (TIG) Welding** (2-6) (4 credits)
Terms, definitions, proper safety procedures, proper selection of tungsten electrodes and shielding gases, the welding of T-joints and butt joints in different positions.
Prerequisites: WLDG 1425 and WLDG 1428

WLDG 1435 (WELD 2401) **Introduction to Pipe Welding** (2-6) (4 credits)
Terms and definitions, safety procedures, weld defects, AWS test positions for open butt v-groove pipe joints, proper joint preparation, demonstration and hands-on practice in different positions using E6010 and E7018 electrodes.
Prerequisites: WLDG 1425, WLDG 1428 and WLDG 2443

WLDG 2370 (WELD 2370) **Internship** (1-20) (3 credits)
On-the-job training and work experience in the welding industry.
Prerequisite: WLDG 1425

WLDG 2443 (WELD 1422) **Advanced Shielded Metal Arc Welding (SMAW)** (2-6) (4 credits)
A continuation of arc welding; running double v-groove test plates with backing strip and running open butt joints using E6010 and E7018 electrodes in various positions.
Prerequisites: WLDG 1425 and WLDG 1428

WLDG 2447 (WELD 2322) **Advanced Gas Metal Arc (MIG) Welding** (2-6) (4 credits)
A continuation of WELD 1430, discussion of common welding mistakes and their solutions, welding open butt joints and fillet joints in different positions.
Prerequisites: WLDG 1430 and WLDG 1435

WLDG 2451 (WELD 2323) **Advanced Gas Tungsten Arc (TIG) Welding** (2-6) (4 credits)
A continuation of WLDG 1434 emphasizing proper joint preparation and welding of v-grooved open butt joints in different positions.
Prerequisite: WLDG 1434

WLDG 2453 (WELD 2421) **Advanced Pipe Welding** (Capstone) (2-6) (4 credits)
A continuation of pipe welding with advanced applications in S.M.A.P. Welding in various positions, using E6010 and E7018 electrodes.
Prerequisite: WLDG 1435

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B.A.A.S., M.S., The University of Texas at Tyler

Jo Lynn Crane
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A.A.S., Lamar University
B.S., Southwest Texas State University

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M.S., Stephen F. Austin State University

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B.S., North Texas State University
M.A., Stephen F. Austin State University
Ph.D., Texas Tech University

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B.S., Southwestern Oklahoma State University

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B.S., Oregon State University
M.A., The University of Texas at Tyler

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B. Architecture, The University of Texas at Austin
Registered Architect

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M.S., LeTourneau University

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M.S., California College for Health Sciences

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B.S., Scarritt College
M.S.S.W., University of Tennessee
Licensed Professional Counselor
Licensed Social Worker

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B.A., Dallas Baptist University
M.A.I.S., The University of Texas at Tyler

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M.L.A., Southern Methodist University

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M.S., Ed.D., East Texas State University

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B.S., University of Oklahoma
M.A., Webster University

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Ph.D., Texas A&M University

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Ph.D., Tulane University

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B.S., University of New Orleans
M.E., Georgia Southern College
Ph.D., Texas A&M University

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B.S., The University of Texas at Tyler

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B.A., Texas Woman's University
M.A., Miami (Ohio) University

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M.A., University of Houston

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M.S., Illinois State University

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A.A., Schreiner College
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M.S., Texas A&M University–Commerce

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A.T.D., Leicester University
M.A., North Texas State University

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M.S., The University of Texas at Tyler
Ed.D., Texas A&M University–Commerce

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Instructor, Automotive Technology

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B.S., The University of Texas at Austin
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Ph.D., University of Oklahoma

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B.S., Southeastern State University
M.B.A., Angelo State University

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B.A., National University of Iran
M.A., Tehran University
Ph.D., University of North Texas

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Vocational Nursing Certificate, Tyler Junior College

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B.M., North Texas State University
M.M., Southern Methodist University

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B.B.A., North Texas State University
M.B.A., The University of Texas at Tyler

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A.A.S., Trinity Valley Community College

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B.A., Louisiana Tech University
M.Div., Southwestern Baptist Seminary
Ph.D., Texas Christian University

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B.A., California State University
M.A., Assumption College
M.B.A., The University of Texas at Tyler

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M.R.E., Southwestern Baptist Theological Seminary
M.S., The University of Texas at Tyler

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B.S., M.A., Baylor University

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M.S., University of North Texas

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B.A., University of Oklahoma
J.D., Texas Tech School of Law

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B.M., M.A., Eastern Illinois University

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B.S., United States Military Academy
M.S., Southern Methodist University

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B.A., Grand View College

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M.A., The University of Texas at Tyler

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B.A., La Roche College

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M.A., The University of Texas at Tyler
Ph.D., Louisiana State University

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B.M., Hardin-Simmons University
M.M., Indiana University

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Ed.D., East Texas State University

Jonathan Todd Perry
Instructor, Automotive Technology

John E. Peterson
Instructor, Health and Kinesiology/ Men's and Women's Tennis Coach
B.A., Buena Vista College (Iowa)

Goldie G. Phillips
Clinical Instructor, Radiologic Technology
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Certificate of Proficiency, A.A.S., Tyler Junior College

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Ed.D., Texas A&M University-Commerce

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Optician Technician Certificate, Tyler Junior College
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M.A., Stephen F. Austin State University
Ed.D., Texas A&M University–Commerce

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M.A., Ph.D., University of Edinburgh

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B.A., Austin College
M.S., North Texas State University

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B.S., The University of Texas at Austin
Ph.D., University of North Texas

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Ph.D., University of Minnesota

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M.S., University of Texas Medical Branch

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Ph.D., Stephen F. Austin State University

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B.B.A., The University of Texas at El Paso
M.B.E., West Texas State University

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M.A., Stephen F. Austin State University

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M.A., South Dakota State University
Licensed Chemical Dependency Counselor

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B.A., Augustana College
M.S.H.P., Southwest Texas State University

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A.S., Midland College

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B.S., LeTourneau University

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B.S., M.S., The University of Texas at Tyler

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M.A., Northeast Louisiana University
Ed.D., East Texas State University

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B.F.A., Texas Tech University
M.F.A., University of Nebraska

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M.P.A., Texas A&M University–Corpus Christi

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B.A.A.S., M.A.,The University of Texas at Tyler

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M.A., The University of Memphis

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M.S.N., The University of Texas at Arlington

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A.S., Northeast Texas Community College

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B.S., M.S., East Texas State University

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M.S., Tuskegee Institute

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M.S., The University of Texas at Tyler

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M.A., Michigan State University

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M.S., The University of Texas at Tyler

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B.S., M.A., Texas Woman's University

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M.S., The University of Mississippi
Ed.D., East Texas State University

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M.S., University of North Carolina

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B.A., Clemson University
M.S., The University of Texas at Tyler

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B.S., Louisiana Tech University

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B.F.A., University of North Texas

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B.S., West Texas State University
M.S., The University of Texas at Tyler

Linda K. Zeigler
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B.S., M.J., The University of Texas at Austin

Medical/Dental Directors

Glen C. Dyer, D.D.S.
Dental Director, ***Dental Hygiene***
D.D.S., The University of Texas Health Science Center at Houston

Marian F. Fagan, M.D.
Medical Director, ***Medical Laboratory Technology***
B.S., St. Mary's University
M.D., The University of Texas Medical Branch

Ted Gould, M.D.
Associate Medical Director, ***Emergency Medical Service Professions***
B.S., M.D., University of Toronto

Jack A. Morse, M.D.
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B.S., The University of Texas
M.D., The University of Texas Health Science Center at San Antonio

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B.S., Texas A&M University
M.D., The University of Texas Southwestern Medical School at Dallas

Ted S. Willis, M.D.
Medical Director, ***Diagnostic Sonography***
B.S., Texas A&M University
M.D., The University of Texas Health Science Center at San Antonio

When We Meet

AUGUST 2003

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SEPTEMBER 2003

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OCTOBER 2003

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NOVEMBER 2003

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DECEMBER 2003

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Summer 2003 Orientation Dates

June 18 & 19; June 25 & 26;

July 16 & 17; July 23 & 24; July 30 & 31

Fall Semester 2003

April 21–August 3. Telephone/campus connect registration, Fall Long Term. See class schedule for specific details.

August 11–12. New Faculty/Administrator orientation and Faculty development day.

August 13. General faculty meeting (Wise Auditorium)

August 14–15. Registration for Fall Long Term and Fall Mini Term I. See class schedule for specific details.

August 18–19. Late registration and advising for Fall Long Term, Fall Mini-Term I, Apache Rooms. Administrative adds/drops.

August 20. Fall Long Term and Fall Mini-Term I begin (first class day, regular classes).

August 20. Administrative changes/audit registration, Apache Rooms. (Audit begins at 1:00 p.m.)

August 21–22. Administrative changes only (Apache Rooms).

August 22. Fall Long Term weekend classes begin.

September 1. Labor Day holiday.

October 8. Last day to drop a course in Fall Mini-Term I with a grade of "W."

October 13–14–15. Fall Mini-Term II registration.

October 14–15. Final exams, Fall Mini-Term I.

October 15. Fall Mini-Term I ends.

October 16. Fall Mini-Term II begins (first class day).

October 17. Grades due in the Registrar's office, 10:00 a.m., Fall Mini-Term I.

November 3. Last day to apply for a fall degree.

November 3–January 4. Telephone/campus connect registration, Spring Long Term. See class schedule for specific details.

November 26–30. Thanksgiving holidays (inclusive). (Administrative offices close 12:00 Noon, November 26.)

December 1. Last day to drop a course in Fall Long Term, Fall Mini-Term II with a grade of "W".

December 6. Final exams for classes meeting Saturday only, Fall Long Term.

December 8–12. Final exams, Fall Long Term.

December 10–11. Final exams, Fall Mini-Term II.

December 12. Fall Long Term, Fall Mini-Term II end.

December 15. Grades due in Registrar's office, 10:00 a.m., Fall Long Term, Fall Mini-Term II.

January 6. Grades due in Registrar's office, 10 a.m., Winter Term.

This calendar is subject to change. Consult the registrar's office.

JANUARY 2004						
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FEBRUARY 2004						
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MARCH 2004						
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APRIL 2004						
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MAY 2004						
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Spring Semester 2004

January 12. General faculty meeting (Wise Auditorium)

January 13–14. Registration for Spring Long Term and Spring Mini-Term I. (See class schedule for specific details.)

January 15–16. Late registration and advising, Spring Long Term, Spring Mini-Term I, Apache Rooms. Administrative adds/drops.

January 16. Spring Long Term weekend classes begin.

January 19. Martin Luther King, Jr. holiday.

January 20. Spring Long Term, Spring Mini Term I begin (First class day, regular classes).

January 20. Audit registration and abolished class/ administrative changes only, Apache Rooms. (Audit begins at 1:00 p.m.)

January 21. Administrative changes only (Apache Rooms).

March 1. Last day to apply for a spring degree.

March 5. Last day to drop a course in Spring Mini-Term I with a grade of "W".

March 8–14. Spring holidays (inclusive).

March 18–19 . Final exams, Spring Mini-Term I. Spring Mini-Term II registration, Advisor's office

March 22. Spring Mini-Term II begins.

March 23. Grades due in Registrar's office, 10:00 a.m., Spring Mini-Term I.

April 9–11. Easter holidays (inclusive).

April 21–May 16. Summer Term I telephone/campus connect registration. (See class schedule for specific details.)

April 21–Jun 23. Summer Term II telephone/campus connect registration. (See class schedule for specific details.)

April 21–August 10. Telephone/campus connect registration for Fall 2004.

April 30. Last day to drop a course in Spring Long Term, Spring Mini-Term II with a grade of "W."

May 8. Final exams for classes meeting Saturday only, Spring Long Term.

May 10. Final exams for classes meeting Monday only in the Spring Long Term.

May 11–14. Final exams, Spring Long Term.

May 13–14. Final Exams, Spring Mini-Term II.

May 14. Spring Long Term and Spring Mini-Term II end.

May 15. Commencement, 5:00 p.m.

May 18. Grades due in Registrar's office, 10:00 a.m., Spring Long Term, Spring Mini-Term II.

May 31. Memorial Day holiday.

This calendar is subject to change. Consult the registrar's office.

MAY 2004						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2004						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2004						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2004						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Summer 2004 Orientation Dates

June 16 & 17; June 23 & 24;

July 14 & 15; July 21 & 22; July 28 & 29

Summer Term I, 2004

April 21–May 16. Telephone/campus connect registration for students approved by program director or advisor. See class schedule for specific details.

May 26–27. Summer Term I registration. See class schedule for specific details.

May 31. Memorial Day holiday.

June 1. Summer Eleven-Week Term Begins (first class day).

June 1. Late, audit registration and advising, Summer Term I, Apache Rooms. Administrative adds/drops. (Audit begins at 1:00 p.m.)

June 1. Summer Term I begins (first class day). Most Summer I classes meet Monday–Thursday.

June 28. Last day to drop a course with a grade of "W," Summer Term I.

July 1. Last day to apply for a summer degree.

July 4. Independence Day holiday.

July 6. Final exams Summer Term I, Summer Term I ends.

July 8. All grades due in Registrar's office, 12:00 noon, Summer Term I.

Summer Term II, 2004

April 21–June 23. Telephone/campus connect registration for students approved by program director advisor. See class schedule for specific details.

June 30. Summer Term II registration. See class schedule for specific details.

July 1. Last day to apply for a summer degree.

July 7. Late, audit registration and advising, Summer Term II, Apache Rooms. Administrative adds/drops. (Audit begins at 1:00 p.m.)

July 7. Summer Term II begins (first class day, most classes meet Monday–Thursday).

August 5. Last day to drop a course with a grade of "W," Summer Term II, Summer Eleven-Week Term.

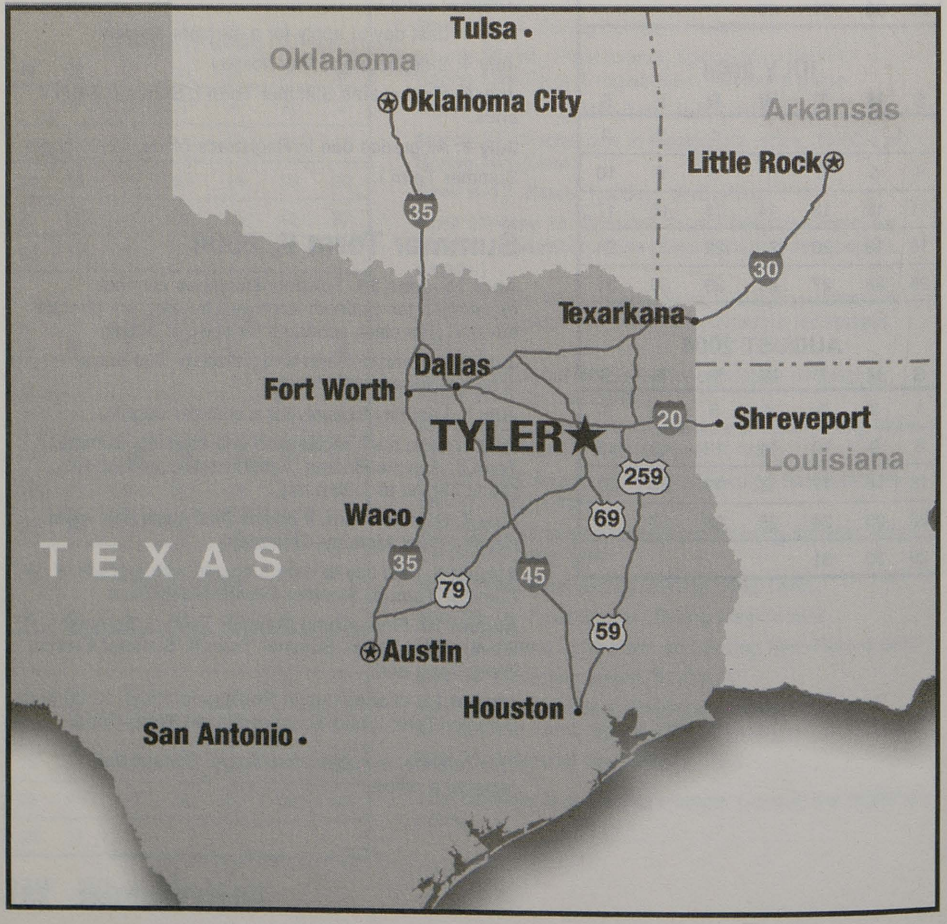
August 10. Final exams Summer Term II, Summer Eleven-Week Term. Summer Term II, Summer Eleven-Week Term end.

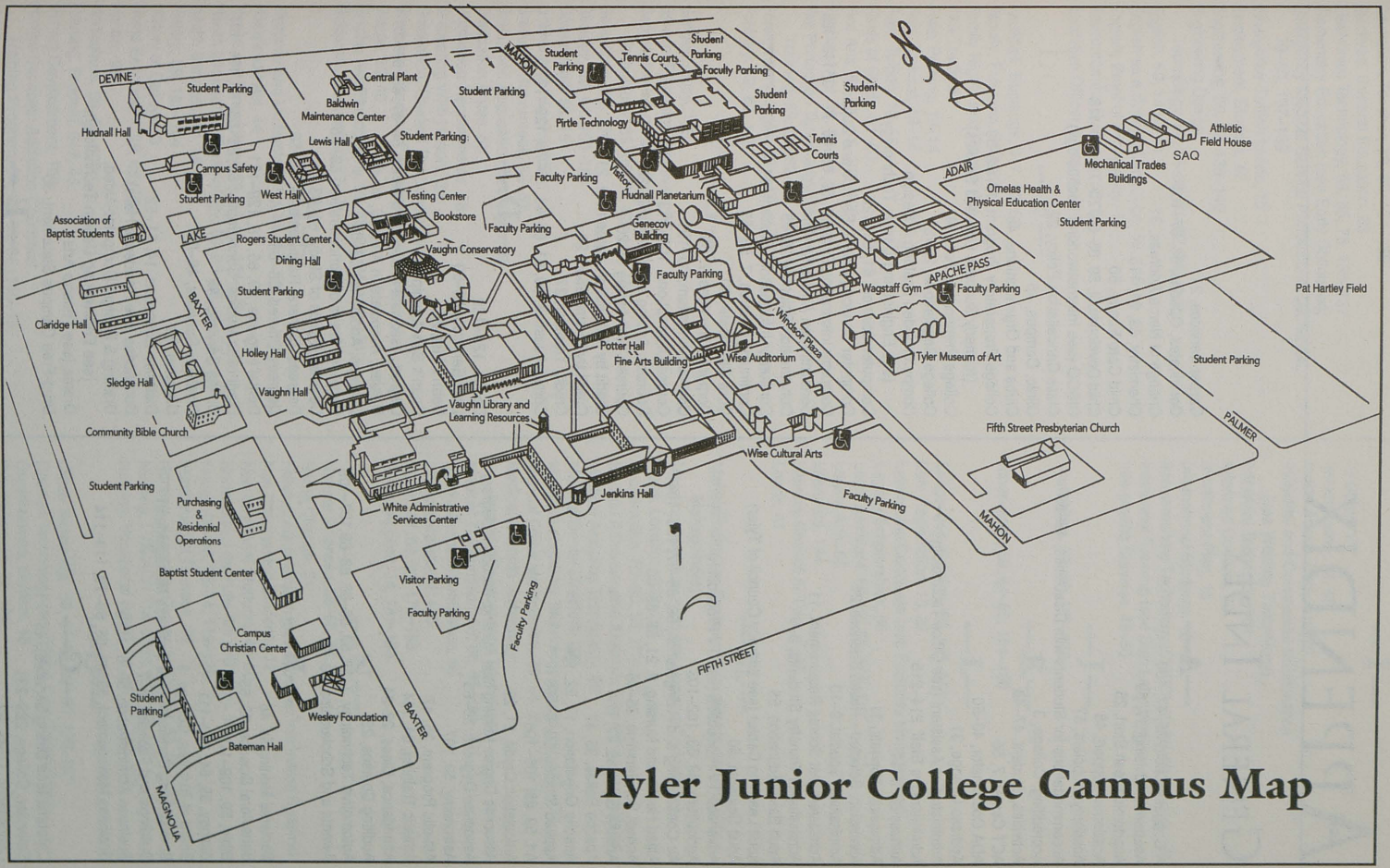
August 11. Grades due in Registrar's office, 12:00 noon, Summer Term II and Summer Eleven-Week Term.

This calendar is subject to change. Consult the registrar's office.

How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of over 83,000. Tyler is well-known not only for its roses and azaleas but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum, public recreational facilities, *and* opportunities for higher education.





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Semester last attended: (1) ☐ Fall (2) ☐ Spring (3) ☐ Summer Year _____

Are you eligible to return to the last school (college) attended? ☐ Yes ☐ No

Highest degree held: ☐ None (0) ☐ High School (1) ☐ Associate Degree (2)
☐ Certificate, GED (3) ☐ Baccalaureate (4) ☐ Other (5)

Do you plan to receive a degree or certificate from Tyler Junior College? ☐ Yes ☐ No

IF YES, WHAT WILL BE YOUR MAJOR? _____

**Admission to Tyler Junior College does not mean admission in certain programs with limited enrollment.

What is your primary reason for attending Tyler Junior College?

☐ Earn a two-year degree (1)
☐ Earn credit to apply to a four-year degree (2)
☐ Earn a certificate of proficiency (3)
☐ Personal enrichment (4)
☐ Get a job (5)
☐ Improve skills needed in current job (6)
☐ Get a better job (7)
☐ Maintain licensure (8)
☐ Other (9)

Are you a homemaker who has cared for the home and/or family without pay and as a result needs training to enter the job market?
☐ Yes ☐ No

Are you a single parent who is separated, divorced, or widowed and who has separate or joint custody for one or more minor children?
☐ Yes ☐ No

1. TEXAS ACADEMIC SKILLS PROGRAM (TASP)
Tests Taken? ☐ Yes ☐ No
Scores requested for TJC? ☐ Yes ☐ No Date _____

TASP scores: Reading _____ Date Taken _____
Writing _____ Date Taken _____
Math _____ Date Taken _____

2. TASP EXEMPTION:
Are you EXEMPT from TASP? ☐ Yes ☐ No

Check if you would like information on the following: ☐ Financial Aid ☐ Services for the Disabled

TYLER JUNIOR COLLEGE
P. O. BOX 9020

Admissions

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without

*Ethnic Origin: (1) ☐ White, Non-Hispanic (3) ☐ Hispanic (5) ☐ American Indian or Alaskan Native
(2) ☐ Black, Non-Hispanic (4) ☐ Asian or Pacific Islander (6) ☐ Non-Resident Alien

Optional: For affirmative action and statistical purposes.

Name under which you attended high school _____

Name of high school attended _____ Graduation date _____

City and state of high school _____

Have you passed the Texas Assessment of Academic Skills Test? (TAAS or TEAM) ☐ Yes ☐ No

Have you ever attended Tyler Junior College? ☐ Yes ☐ No

Name under which you attended _____

DATE OF LAST ATTENDANCE AT TYLER JUNIOR COLLEGE: _____

COLLEGE RECORD:

List all colleges or universities, including Tyler Junior College, you have attended.

School	City and State	Attendance Dates	Sem. Hours Completed

TYLER JUNIOR COLLEGE
P. O. BOX 9020
TYLER, TX 75711-9020

For more information,
call **1.800.687.5680**
or visit our website:
www.tjc.edu